



Recruitment Session

Wednesday, February 8 - 10:00 am

Interviewing for the following positions at Dana Farber Institute & Brigham & Women Hospital:

Patient Service Coordinator (PSC), Receptionist & Customer Service

- Meeting and greeting patients
- Phones, schedule appointments, register patients
- Collect co-pays; verify insurance and referrals
 - Filing, faxing, photocopying, etc
- Ability to learn Hospital computer systems

Administrative Assistant to Physician, Data Entry & Mailroom

- Schedule, answer phones, take detailed messages
 - Assist department with special projects
- Close attention to detail, proficient in Word, Excel, Data entry-alpha/numeric
 - Log in freight/packages with DHL & Federal Express

Prefer previous health care exp: medical terminology, insurance knowledge, scheduling.
Previous acceptable experience: customer service, medical assisting, office support.

**If interested, please submit your resume for pre-screening:
theworkplace@detma.org.
You will be called for a phone interview.**



The Work Place
29 Winter St., 4th floor
Downtown Crossing, Boston

Connecting Workers and Employers

