



PATIENT SERVICE REPRESENTATIVE

Join the leading experts in skin care as a **Patient Service Representative** and be part of our commitment to delivering personalized service and ethical, comprehensive care. As the premier cosmetic surgery, laser, and dermatology practice in New England, SkinCare Physicians is seeking exceptional individuals to support our continued growth.

GENERAL SUMMARY:

The Patient Service Representative is a caring, energetic individual who takes pride in providing outstanding service in a high-end, high-patient-volume practice. You must be able to demonstrate exceptional hospitality, professionalism, and poise while thriving in a fast-paced, team-oriented environment.

JOB RESPONSIBILITIES:

- Deliver exceptional hospitality and a welcoming patient experience from arrival to departure
- Greet patients promptly and warmly as they enter the practice
- Engage patients in friendly, professional conversation while reviewing their demographic and insurance information
- Schedule patients accurately and efficiently to support optimal clinic flow
- Accept patient payments and complete daily reports and required paperwork
- Collaborate with team members in a fast-paced, team-oriented environment and assist others as needed
- Promote and sell skin care products in a knowledgeable, patient focused manner
- Maintain a clean, organized and inviting waiting room, boutique and front desk area
- Thank patients as they leave, ensuring a positive final impression

BENEFITS:

Enjoy valuable and comprehensive benefits, including health, dental, pet, life and disability insurance, 401(k) plan with profit sharing, generous PTO and holidays; free parking; complementary and discounted cosmetic and aesthetic services and products.

If you are interested in this position, please fax your resume to 617-731-1601 or send it to 1244 Boylston Street, Chestnut Hill, MA 02467

ABOUT SKINCARE PHYSICIANS

SkinCare Physicians is a comprehensive, state-of-the-art center for dermatology, cosmetic and laser procedures, dermatologic and skin cancer surgery, and medical aesthetics. Our commitment to excellence, along with the credentials and experience of our skilled physicians and support staff, are what make SkinCare Physicians one of the premier dermatology facilities in greater Boston – and the world.

At SkinCare Physicians we believe that it is through the efforts of our employees that we have become a leader in the field of medical and cosmetic dermatology. Our state of the art and world-renowned practice is always looking for people who are committed to supporting our mission of providing the best possible personalized service to our patients along with ethical, skilled, and comprehensive care. Only by making our employees successful will we make our patients satisfied and achieve our organization's mission.



Our expectation is that all employees will support SkinCare Physicians' mission, vision, and values by exhibiting the following behavior: excellence and competence, collaboration, teamwork and team building, innovation, respect, personalization, commitment to our patients, and accountability and ownership.

SkinCare Physicians is an equal opportunity employer, dedicated to building an inclusive and diverse workforce.