



Scioto Paint Valley Mental Health Center

Serving Fayette, Highland, Pickaway, Pike, and Ross Counties

Administrative Offices

P.O. Box 6179, 4449 State Route 159

Chillicothe, Ohio 45601 • (740) 775-1260 • Fax: (740) 775-0292

www.spvmhc.org

Customer Relations Representative – Pike County Clinic

Join our dedicated team as a Customer Relations Representative. The Customer Relations Representative works collaboratively with the customer relations team providing needed clerical services for the Pike County Clinic. Traveling to other agency clinics to provide temporary coverage may be necessary at certain times. Daily responsibilities include but are not limited to: Answer the multi-line phone promptly and politely. Transfer incoming calls and/or relays messages via e-mail or TEAMS; upon client check-in to collect any copay/coinsurance/deductible/past due amount(s). Review and/or update for accuracy the client's demographics, contact information, guarantors, financial information, and scan/upload documents and/or cards to the client's account.

Site Location: 102 Dawn Lane, Waverly, Ohio

Hours of Work: 40 hours per week.

Minimum Requirements: High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent of education and experience. Experience in medical billing preferred. Valid Ohio driver's license, use of personal car, and ability to utilize computers, transcription equipment and switchboards, and interactions with customers are required.

Salary: Based upon education and experience.

Benefits:

- Medical with Teladoc
- Dental/Vision
- Short Term/Long Term Disability
- Life Insurance
- 403(b) Retirement Plan with Progressive Company Contribution
- Employer Qualified for PSLF Program

Scioto Paint Valley Mental Health Center is an equal opportunity employer.

**Interested candidates must email or fax a letter of intent and updated resume to the
Human Resources Department apply@spvmhc.org or 740-775-0292
When submitting via email, subject line must read: Customer Relations Representative – Pike County
Clinic**



Selected Programs Accredited