

Call Center Patient Representative, Clinic Operations
University at Buffalo, The State University of New York

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Posted Dec. 27, 2024, set to expire Aug. 4, 2025

Job Title	Call Center Patient Representative, Clinic Operations
Department	Clinic Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54931

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Job Description

The University at Buffalo [School of Dental Medicine \(SDM\)](#) is seeking a **Call Center Patient Representative** with exceptional customer service skills. The candidate must have effective verbal communication skills to work with diverse population.

Duties and responsibilities will include:

- Processing applicants submissions
- Following up to schedule appointments in a busy university clinical setting
- Understanding of medical insurance

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- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact