



JOB POSTING

Date: October 20, 2011

TITLE: **Mental Health Registration and Benefits Coordinator**

PROGRAM: **Finance**

JOB SUMMARY: Obtain pertinent patient demographic information to ensure billing accuracy and management information prior to start of service. Explains agency's policies and procedures to new patients regarding financial responsibility and payment.

QUALIFICATIONS: Minimum qualifications of Associate's degree with at least two years of experience with registration and intake; familiarity with Medicaid eligibility a plus. Excellent verbal and written skills, time management and ability to communicate concisely are required.

SALARY: Competitive

APPLICATION TO: Resumes by close of business day on Friday, November 18, 2011

Human Resources Director
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Equal Opportunity Employer