



3740 N. Sillect Ave. #1B
Bakersfield, CA 93308
661.327.5500

Inside position with occasional outside work with clients and physicians qualifying patients for power mobility devices.

Hours 8:30 to 5:00

Monday through Friday

Position will start as part time 25-30 hours per week and move to a full time position.

Position will not have medical benefits

401 K is available after 1 year of service

Wage DOE

Will consider training the right person

Qualifications & Experience

- Must live in or around the Bakersfield Area
- Must have excellent organizational skills
- Must convey excellent customer care attitude with compassion for the patient, strong phone etiquette ability and good written and verbal communication skills.
- Must have clean DMV record
- High school diploma/GED and 1 to 2 years previous customer service experience in a clerical or centralized operations environment required; medical billing/office background preferred.
- Working knowledge of Medicare, MediCal, Medicaid and private insurance reimbursement processes is helpful.
- Ability to multitask and complete large volumes of work in a centralized environment.
- Strong Microsoft Office proficiency and data entry skills are required.
- Problem solving abilities and strong attention to detail is a must.
- Availability to regularly work flexible schedule.
- Bilingual Spanish/English skills are a plus.

ALL APPLICATIONS REQUIRE THE FOLLOWING:

This position requires an individual with computer proficiency, satisfactory writing abilities, and the aptitude to seek out information using available resources. To be considered for employment, please demonstrate that you possess these three traits by doing the following:

1. Choose a physician in Bakersfield and provide us with his/her address, phone number, fax number, and NPI number.

2. Read this article:

(http://media.wix.com/ugd/a5d865_72cb1e56585b4ae1a310eb0aaf78cdfd.pdf) and write a short, one paragraph summary, in your own words.

This position does not require research into current events or science breakthroughs. These tasks merely allow me to gauge whether or not you would make a suitable applicant.

FAX ABOVE INFORMATION WITH A JOB RESUME TO 661.885.4142

Quality Team Inc
Bakersfield, CA
661.327.5500

Our goal at QUALITY TEAM INC is simple: extraordinary product quality and customer service. We accomplish this by observing a common set of values and by partnering with organizations that have the finest reputation for quality. There are no shortcuts; we believe that our goals are accomplished only with a real commitment from every Team Member.

Our values and beliefs require that we:

- Treat our Team Members and colleagues with respect; QUALITY TEAM INC does not tolerate discrimination of any kind.
- Encourage all managers and supervisors to involve team members in creative problem solving.
- Provide consistent leadership and competent on-the-job training.
- Maintain an open-door policy that encourages interaction and discussion; encourage ideas to improve the workplace and increase productivity.
- Provide effective and efficient corrective action to resolve customer service issues and ensure complete customer satisfaction.
- Deliver competitive, outstanding service to our customers and partner with vendors who share that goal.
- Make "Do It Right the First Time" our team attitude to ensure continued growth and prosperity.
- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers