

WholeLife Authentic Care

WholeLife Authentic Care is a rapidly growing medical practice with a dynamic healthcare team consisting of: OBGYNs, Midwives, PA, nurses, sonographers, administrative and clerical staff, and FertilityCare™ Practitioners. Founded as a 501c3 nonprofit to serve North Texas, WholeLife offers a world-class clinic that honors the sanctity of life, respects the dignity of women, and serves the whole family. What makes this practice so unique is the new scientific approach to managing reproductive health: Creighton Model FertilityCare™ System and NaProTECHNOLOGY™.

POSITION: Patient Access Representative (Front Desk)

DESCRIPTION: WholeLife Authentic Care is seeking a Patient Access Representative (PAR) candidate who is eager to join our efforts. The PAR will be part of a dynamic healthcare team consisting of a NaProTECHNOLOGY™ surgical fellow, additional women's health and family physicians, nurses, sonographers, other administrative and clerical staff, and FertilityCare™ Practitioners to offer integrative women's healthcare. The PAR will be under the supervision of the Practice Manager. WholeLife reaches to all faith denominations but adheres to the teaching of the Catholic Church and the Ethical and Religious Directives for Catholic Health Care Services as outlined by the United States Conference of Catholic Bishops.

The PAR will manage front desk operations to include greeting patients and visitors, answering phone calls, scheduling patient visits, registering patients and ensuring demographic and billing information are correct, overseeing completion of registration consents, collecting patient payments, and other duties, as assigned. The PAR will also be cross-trained with the medical assistant.

REQUIREMENTS:

- High school diploma or equivalent, associate's or bachelor's degree desired
- 1 year experience; 2-4 years desired
- EMR experience, Athena preferred
- Bilingual in Spanish strongly preferred
- Adherence to the teachings of the Catholic Church and the Ethical and Religious Directives for Catholic Health Care Services outlined by the USCCB
- Audit of the FertilityCare™ Practitioner program within 18 months of hire

CONTACT INFORMATION:

For more information on this position, please contact us at Employment@WholeLifeAC.com or at (817) 838-5433.