

# Attention Students

## Now Hiring: Patient Access Specialists

Allina Health's admitting department is seeking students to join our team on a part-time basis. This position checks in patients when they arrive at a hospital and ensures that Allina has all needed documentation to deliver quality care. Work in the healthcare environment and utilizing your customer service skills!

### Apply today

We are now hiring students to join our team! See below for details and information on this exciting new initiative.

#### Apply today!

If you are interested in joining our award-winning team, apply online via our careers site at [www.allinahealth.org/careers](http://www.allinahealth.org/careers)

#### Have questions?

If you have questions regarding current opportunities, please contact Alex Finnegan, Recruiter, at [Alexandra.Finnegan@allina.com](mailto:Alexandra.Finnegan@allina.com)

EO M/F/Disability/Vet Employer

Open as of May 11, 2017

#### Hiring Students for Patient Access Specialist Roles (Multiple sites)

**Job Title:** Patient Access Specialist  
*Listed online as: "Hiring Students for Patient Access Specialist Roles - multiple sites"*

**Job Number:** #34159  
**Posted Date:** May 11, 2017  
**Hours:** 20 hours/week

#### Duties include

- Perform greeting and check-in duties.
- Verify eligibility and benefit information for payers and work assigned work queues.
- Collect financial obligations from patients and provide financial counseling when appropriate.
- Perform other duties as assigned.

#### Education

- High school diploma or GED
- Some post-secondary education preferred

#### Qualification/skills

- One year customer service experience.
- One year general office experience and/or current enrollment in a school program.
- Proficient with computers and programs including Word, Excel, and Outlook.
- Proven strong customer service skills with an exceptional ability to listen and communicate to others.
- Experience in a team orientated environment essential.

#### Ability to

- Work in a fast-paced environment.
- Handle and manage financial payments.
- Develop rapport with a wide variety of customers in a short timeframe.
- Demonstrate basic knowledge of English language in both verbal and written context.
- Self-motivate and multi-task in an effective manner that includes organizing and prioritizing the work.
- Remain calm in stressful situations.

#### Work schedule

- This position will have a minimum of 20 hours per week consisting of evening hours including every other weekend.
- Hours are adjustable around your school schedule.
- You are able to pick up additional hours if the hours are available.
- *Paid training will take place during the summer and consists of 3 weeks full-time (40 hours per week) training during the days.*

#### Multiple site locations

- Abbott Northwestern Hospital – Minneapolis
- United Hospital – St. Paul Unity campus, a part of Mercy Hospital – Fridley
- Mercy Hospital – Coon Rapids
- Regina Hospital – Hastings