



Our mission at *Apicha Community Health Center* is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health, and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life. We advocate for and provide a welcoming environment for underserved and vulnerable people, especially Asians and Pacific Islanders, the LGBT Community and individuals living with and affected by HIV/AIDS.

We are currently seeking a **Patient Associate** to work at our 400 Broadway location.

**Position Summary:** The Patient Associate registers patients, collects co-pays and payments for services and enters registration information in EMR. This individual also verifies patient insurance eligibility, obtains pre-authorization and confirms appointments.

**Qualifications:**

Qualified applicants will have a High School diploma/GED with 2 years of working experience. Some college education with 1 year of working experience is preferred. The Patient Associate will have excellent customer service skills and strong written and verbal communication skills in English; Experience in an outpatient clinic reception is preferred; Proficiency in office software (word, Excel) and ability to data accurately is required.