

**Care-centered, team-oriented  
Patient Services Representative**

**How to apply:** Send an email with cover letter to  
**[annie@bodyrenovationpt.com](mailto:annie@bodyrenovationpt.com)**

**Location(s):** 2020 Cheyenne Ct.,  
Grafton, WI 53024

**Schedule:** Full and part time, flexible.



**[www.bodyrenovationpt.com](http://www.bodyrenovationpt.com)**

**Job Description:**

Body Renovation Physical Therapy is a thriving, therapist-owned private practice with multiple locations throughout Milwaukee. We are looking for an upbeat and reliable Patient Services Representative. Enthusiasm is key, willingness to learn and manage weekly duties independently is imperative. Specifics include:

- Provide services to support physical therapy staff, making every patient encounter as seamless as possible.
- Plan and schedule patient appointments and clinic meetings.
- Register patients, verify health insurance benefits and update patient files. Discuss health insurance benefits with patients.
- Manage projects, including, but not limited to, organizing and maintaining electronic files, creating spreadsheets, updating databases, creating correspondence and presentations.
- Maintain clinical environment, including cleaning equipment, stocking treatment rooms/ inventory management and making sure therapists have what they need to effectively treat their patients.
- Develop and cultivate relationships with Form & Fitness personal trainers, Parisi Speed School trainers, local doctors, physician assistants, nurses, etc.
- Other duties as assigned.

We are looking for an independent and proactive person, dedicated to adding to an already driven and upbeat team.

- Comfortable learning to use a variety of office equipment and computer systems.
- Proficient in Microsoft Office, including Word, Power Point, Excel and Outlook preferred.
- Familiar with insurance rules, billing practices and physical therapy clinic procedures in an outpatient orthopedic practice preferred. Those eager to learn are welcome.
- Must have strong interpersonal skills and a supportive bedside manner. Must be compassionate and possess a desire to help patients and their families.
- Certification in cardiopulmonary resuscitation (CPR) and general first aid preferred.
- Requires ability to stoop, kneel, crouch, lift, and stand for long periods, move equipment appropriately, lift patients, as well as help them turn, stand, or walk.

Pay: \$14.00 - \$18.00 per hour

**Benefits:**

- 401(k)
- Health, dental. eye insurance
- Paid time off
- Gym membership