

Patient Support Associate

Mirixa Corporation, a growing healthcare technology company, is seeking Support Associates to add to our Program Operations team. The Support Associates will make outbound telephone calls to patients that have been qualified to receive patient care services as part of Mirixa's contracted health care sponsor programs. The Support Associates will also inform patients of available services; schedule patient appointments with a MTM Specialist; handle incoming patient or prescriber calls; and support internal activities with case flow management. We are currently in need of candidates who are available to work full-time or part-time from 11:30 am to 8:00 pm Monday through Friday, as well as one Saturday shift (10:00 am to 6:00 pm) per month.

Education: Minimum of 2 years post-secondary school, Associate's or Bachelor's degree preferred

Experience: Minimum of 2 years of experience in a scheduler/receptionist role; or a combination of experience and education

Skills:

- superior customer service skills
- excellent verbal and written communication skills
- strong attention to detail and organizational skills
- ability to work well under pressure, function effectively in a team based environment, and multitask
- basic understanding of web technology
- proficiency with Internet and online chat
- demonstrated ability to effectively manage multi-line phones

Mirixa is located within walking distance of the Wiehle Avenue Metro station and offers a competitive benefits package including health, dental, and vision insurance; company 401(k) match; vacation, sick, and personal leave; and paid holidays.

Mirixa is an equal opportunity employer. Applicants should be cleared to work in the US. Relocation assistance is not available at this time.