

How to Apply

1. Click on the link below to be directed to HRMS Job Search:
www.rochester.edu/JobOpp

2. Click “Search all jobs”

See all openings

Search all jobs

Find positions available to those outside the University of Rochester.

For current employees

Roles open to existing University of Rochester employees. Login required.

3. In the **Keyword/Posting Number**, type in Job number then click search

Keyword/Posting Number	<input type="text"/>	Search Tips
<input type="button" value="Search"/>	<input type="button" value="Reset Search"/>	<input type="button" value="Save Search"/>

4. The position affiliated with the job number will pull through, select this job then click “Apply for Selected Jobs”

<input type="checkbox"/>	Outpatient Access Specialist - 208986 Department: Ortho Clinic Front Office Job Family: Admin/Managerial Support Location: Medical Faculty Group Posted Date: 06/11/2018
<hr/>	
First	
<input type="button" value="Apply for Selected Jobs"/>	

5. You will then go through the motions of setting up a user name and password, once that is completed you will go through the application process. You will have to upload your resume

WE'RE HIRING

UR Medicine

Orthopaedics, Rehabilitation & Podiatry

Open Positions

Outpatient Access Specialist (Fulltime) Pay Grade 7

Checks patients in and out for their appointments, verifies registration information, schedules follow-up appointments.

Qualifications: High School diploma, 2 year of related work experience in administrative capacity of customer service field; or an equivalent combination of education and experience. Preferred Qualifications: Medical terminology. Demonstrated ability to word process documents and enter data into a database. Demonstrated skills related to achievement of customer satisfaction. Demonstrates the ICARE values to patient, families and staff. Ability to act as a resource to less experienced staff.

Ambulatory Tech (Fulltime) Pay Grade 7

Under general direction from Nurse Leader, Nurse Manager or designee assists providers during exams. Performs a variety of clinical tasks in support of patient care in out-patient clinics including a variety of technical, procedural and information systems tasks involving patient care functions affecting the comfort, care and safety of patients.

Qualifications: High School diploma or equivalent plus three years of experience in customer focused/service setting or an equivalent combination of education and experience. Associates degree preferred. Knowledge of medical terminology, procedures and computer experience is preferred.

FOR MORE INFORMATION

OrthopaedicsRecruitment@urmc.Rochester.edu

 **APPLY
TODAY!**



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WE'RE HIRING

UR Medicine Orthopaedics, Rehabilitation & Podiatry

CLINICAL ROLES

AMB TECH

#232509: Canandaigua

#232510: Canandaigua

#232511: Canandaigua

FRONT OFFICE AND CALL CENTER ROLES

OUTPATIENT ACCESS SPECIALIST FRONT OFFICE: FULL TIME

#232524: Canandaigua

#232526: Canandaigua

FOR MORE INFORMATION

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TODAY!**