



IMPACT Physical Therapy is Physical Therapist owned and operated and includes a team of caring and highly trained professionals dedicated to providing patients with the highest level of care. We are looking for individuals that are interested in a great career with a growing company that focuses on *Making an Impact* for our patients and our community.

We are looking for a Front Office Coordinator to add to our Champaign team. Ideal candidates should possess excellent interpersonal and customer service skills that can build relationships with patients and provide a warm, welcoming environment.

The Front Office Coordinator is responsible for:

- Providing top notch customer service
- Directing incoming calls and greeting patients
- Obtaining new patient intake information
- Insurance verifications and authorizations
- Scheduling appointments
- Over the counter collections
- Assisting with other clerical and physical therapy tech support duties

Some experience is preferred but not required. On the job training is provided. This position is full time and offer benefits (health, dental, 401k etc) and offers competitive salary.

Interested candidates should submit their resume to [info@impactphysicaltherapy.com](mailto:info@impactphysicaltherapy.com)