



# ACKERMAN<sup>™</sup> Cancer Center

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## PATIENT RELATIONS COORDINATOR

Amelia Island FL

**Ackerman Cancer Center is seeking a Patient Relations Coordinator to join our team of highly trained radiation oncologists and medical professionals.**

### About

Our facilities in Jacksonville and Amelia Island specialize in the most advanced radiation oncology therapies available for all types of cancer. The interdisciplinary team at Ackerman Cancer Center is professional, compassionate, and dedicated to the highest level of care for patients and their families.

Our Board-Certified team includes Radiation Oncologists, Medical Physicists, Medical Dosimetrists, Oncology Certified Nurses, Radiation Therapists, Molecular Imaging Technologists, Oncology Certified Social Workers and an Oncology Certified Dietician.

Our facilities offer advanced treatments such as IMRT, IGRT, SRS, SBRT, VMAT, HDR Brachytherapy, AccuBoost Breast Cancer Radiotherapy, Gamma Knife, RaySearch treatment planning, MOSAIQ EMR, Elekta Linear Accelerators and a MEVION S250 Proton Therapy System.

We also offer comprehensive diagnostic services for the convenience of our patients. These services include: PET/CT, CT, MRI, mammography, ultrasound and bone density scanning.

Medical Office Building A  
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Jacksonville | Amelia Island

## **Job Description**

**Job Summary:** This position is responsible for a variety of duties pertaining to the operation of a medical practice front office. This position also obtains authorizations for PET/MRIs/CTs and for treatments as needed.

**Job Responsibilities:** Perform office receptionist duties, including maintaining waiting rooms and preparing refreshments; provide professional telephone services; schedule patients and send appointment reminders; assist patients with paperwork and enter information into patient database; verify patient insurance eligibility and obtain authorizations for treatments; obtain medical records; track and update physician schedules; schedule patient transportation.

## **Requirements**

**Experience: Required:** 1-2 Years Office Receptionist experience  
Office Receptionist experience in a Healthcare setting a plus

**Education/Degree: Required:** High School Diploma or equivalent  
Bachelor's Degree a plus

**Licensure/Certification: Required:** NA

- Detail orientation and good organizational and time management skills
- Excellent telephone skills and etiquette
- Professional, friendly interpersonal skills
- Knowledge of medical terminology
- Good computer skills: Excel, Outlook, Word
- Good knowledge of standard office equipment

## **Pay/Benefits**

Ackerman Cancer Center offers pay commensurate with experience and a comprehensive benefits package, including discretionary bonuses & a 401(k) plan.

## **To Apply**

For consideration, please send resume and cover letter to:

[employment@ackermancancer.com](mailto:employment@ackermancancer.com)

Visit our website: [www.AckermanCancerCenter.com](http://www.AckermanCancerCenter.com)