



## **Patient Services Representative, QUADRANT BIOSCIENCES**

**Department: Laboratory Services**

**Reports to: Director, Laboratory Program Services**

### **COMPANY**

This is a fantastic opportunity to join a rapidly growing biotech company. Quadrant Biosciences works with top academic institutions, medical researchers and engineers to translate breakthrough findings into thoughtfully developed, scientifically sound applications. Our technology includes functional assessments and epigenetic biomarkers for neurological conditions such as concussion, autism spectrum disorder, and Parkinson's disease. Quadrant Biosciences was recently highlighted on CNN, NPR, Bloomberg, and Huffington Post for its groundbreaking work.

### **JOB SCOPE**

- Interviews patients to obtain necessary demographic and insurance information
- Verifies patient registration is appropriate and complete
- Supports the collection of samples from patients using proper technique
- Performs basic computer functions, including entry of patient demographics and order entry of test requests
- Other duties as requested

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven interpersonal and communication skills, ability to adapt to changing workload and stressful situations
- Excellent customer service skills
- Strong computer skills required for patient registration and order entry
- May be required to use the following equipment: computer terminals, centrifuges, telephones, copiers

### **WORK ENVIRONMENTS AND HAZARDS**

Exposure to communicable diseases, bloodborne pathogens, toxic substances and other conditions common to a healthcare environment.

### **PHYSICAL DEMANDS**

- Requires prolonged standing, some walking and sitting, some bending, stooping and stretching
- Ability to distinguish letters, numbers and symbols
- Use of computerized instruments, computer terminals, and other equipment common to a clinical laboratory
- May require lifting up to 30 pounds or more

### **QUALIFICATIONS**

- Must possess a high school diploma;
- A valid NYS driver's license.
- Excellent customer service skills and strong communication skills.
- Knowledge common to a basic healthcare environment

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