



UCR School of Medicine is looking for a staff employee to temporarily assist with payment follow ups. The incumbent will be responsible for calling insurance companies and obtain status of unpaid charges.

Position: Insurance Follow- Up Assistant

Job Requirements:

- Attention to detail
- Strong communication skills
- Must have computer and internet access
- Must be able to handle sensitive information and maintain confidentiality

Hours: Approximately 20 + hours per week

Remote Work: Yes