



PATIENT REGISTRATION REP

Full-time

Posting Date:	October 11, 2017	Date Available:	Immediately	Posting Number:	HR076115
----------------------	------------------	------------------------	-------------	------------------------	-----------------

Position Summary:

The Patient Registration Representative works in our admissions area interviewing patients to collect required registration data and enters patient information into computer database for in-patient and out-patient services.

Essential Job Duties:

Registers patients for in-patient admission or out-patient procedures. Obtains required signatures, assembles patient files, and forwards to nursing units. Collects insurance information. Directs or escorts patients to appropriate departments. This position performs related duties such as filing reports, assembling pre-admission forms, answering and tending to the phone system, updating computer records, and other clerical tasks. Other duties as assigned.

Qualifications:

Candidate must have good computer skills and experience. Must have excellent customer service, interpersonal, accuracy and phone skills as they may be the first contact patients have with our hospital. Must portray a professional manner. High school diploma required. Spanish bi-lingual is required.

Days/Hours:

Mon – Sun; 6:00am - 2:30pm and 2:00pm - 10:30pm. Rotating schedule: Variable days/evenings and variable hours. Will include shared weekend work.

FTE:

FTE: .90; 36 hours/week. Benefit eligible.

Department:

Admissions

Physical Requirements:

Please see Job Description in Human Resources

Interested Candidates may apply in person or by mailing their resume to:

Three Rivers Hospital
Anita Fisk, Director of Human Resources
PO Box 577
Brewster, WA 98812
(509) 689-2517 x 3343
www.threerivershospital.net

Or for quicker submission:
Send resume to: afisk@trhospital.net

Three Rivers Hospital is an equal opportunity employer.