



# ER PATIENT REGISTRATION REP/ NA-C

Full-time

**Posting Date:** November 21, 2018    **Date Available:** Immediately    **Posting Number:** HR048118

## Position Summary:

This is a dual role position that combines patient registration and nursing assistant duties within the Emergency Room.

**Patient Registration Rep:** Interviews patients to collect required registration data and enters patient information into computer database for in-patient and out-patient services.

**NA-C:** Provides limited direct patient care under the supervision of a licensed nurse. Assist in the daily care, personal needs and treatment of each patient as an individual.

## Essential Job Duties:

**Patient Registration Rep:** Registers patients for in-patient admission or out-patient procedures. Obtains required signatures, assembles patient files, and forwards to nursing units. Collects insurance information. 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.

**NA-C:** Will assist in the transfer and discharge of patients. Takes vital signs as appropriate and charts on the medical records. Attends to hygiene/comfort needs of the patients. Collects specimens from patients as ordered as appropriate and label accordingly. Records work performed and appropriate patient observations in the medical record. Informs appropriate personnel of his/her observations of patients and promptly reports any changes in patient status. Performs a variety of patient care services adhering to hospital policy and procedures. Other appropriate duties as deemed necessary by supervising personnel.  
Other duties as assigned.

## Qualifications:

**Patient Registration Rep:** One year experience of patient registration preferred.

**NA-C:** Must have successful completion of accredited Nursing Assistance Certification program and hold current Nurse's Aide licensure in the State of Washington or be eligible to take the state licensure exam. If exam eligible, employee must successfully complete and pass the state exam within 6 months of employment. Must have current BLS/CPR certification.

**Preferred Skills:** Good communication, customer service and phone skills. Able to multi-task and set priorities. Spanish bilingual is preferred.

## Days/Hours:

Rotating schedule including some weekend shifts. Days and hours to be determined.

## FTE:

0.95 FTE; Up to 40 hours/week. Benefit eligible.

## Department:

Emergency Room

## 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](http://www.threerivershospital.net)

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