THREE RIVERS HOSPITAL

PATIENT REGISTRATION REP
Part-Time

Posting Number:	HR076126	Posting Date:	March 19, 2021	Date Available:	Immediately
Position Summary:	The Patient Registration Representative works in our admissions area, interviewing patients to collect required registration data and entering it into the computer database for inpatient and outpatient services.				
Essential Job Duties:	Registers patients for inpatient admission or outpatient 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 bilingual is required.				

Position Wage Range:	MIN: $	14.29	MAX: $	19.70	Sign-on Bonus:	NONE
Schedule: Days:		Saturday – Sunday, weekend shifts. Per diem shifts may be available.		Hours:	8:00 am – 8:30 pm.	
Department/FTE:	Admissions		FTE:	0.60, 24 hours/week.	Benefit eligible?	No
Physical Requirements:	Please see full Job Description in Human Resources					

INTERESTED CANDIDATES – PLEASE APPLY	
MAIL OR APPLY IN-PERSON:	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517
APPLY ONLINE:	www.threerivershospital.net
HR CONTACT EMAIL:	opportunity@trhospital.net
Three Rivers Hospital is an equal opportunity employer.	