



## CENTRALIZED SCHEDULER Full-Time

<b>Posting Number:</b>	HR076127	<b>Posting Date:</b>	July 27, 2021	<b>Date Available:</b>	Immediately
<b>Position Summary:</b>	This position supports patient care and the revenue cycle by pre-authorizing, scheduling, and registering patients for labs, imaging, and/or surgical services. This position will provide patients with pre-procedure instructions, the opportunity to take care of their financial responsibilities, and general hospital information to prepare for their visit. In addition, they will answer phones and provide a variety of clerical duties.				
<b>Essential Job Duties:</b>	Schedules and coordinates patient appointments for the Laboratory, Radiology and Surgical Services. Completes pre-approval process with the payers prior to scheduled services as required. Verifies health insurance coverage and collects appropriate co-pays. Requests referrals from other clinics when patient appointments are scheduled. Communicates with team members regarding patient messages, orders, changes, corrections, and discharge summaries. Creates and sends pre-registration packets. Corrects or updates computer records to reflect changes in patient status and ensures that corrected information is forwarded to appropriate departments. Ensures that a current patient release form is signed and on file. Answers telephones and responds to inquiries according to established policies for release of information. Answers basic questions in accordance with the facility's expectations. Cross trains in all other Registration Department duties. Performs other clerical or clinical duties as assigned.				
<b>Qualifications:</b>	High school graduate or equivalent and at least one year experience in a medical environment. Knowledge of medical terminology, patient registration and clinic workflow desirable. Work requires the analytical skills to read and understand instructions and to add and subtract numbers. Computer skills are required. Work requires the communication skills necessary to explain policies or procedures; relay patient's needs to appropriate personnel, or otherwise communicate with others in situations requiring sensitivity and tact. Customer service, communication and interpersonal skills are vital to this position. Professionalism, good phone etiquette, accuracy and confidentiality is required. Work is performed in accordance with instructions and procedures, but incumbents must organize the work, set priorities, and request occasional exceptions when necessary. Spanish bilingual is required.				
<b>Position Wage Range:</b>	MIN: \$	16.31	MAX: \$	22.48	Sign-on Bonus: None
<b>Schedule:</b>	Days:	Monday – Friday		Hours:	8:30 am – 5:00 pm
<b>Department/FTE:</b>	Admissions		FTE:	1.00	Benefit eligible? YES
<b>Physical Requirements:</b>	Please see full Job Description in Human Resources				

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