



PATIENT REGISTRATION REP Part-Time

Posting Number:	HR076129	Posting Date:	September 29, 2021	Date Available:	Immediately
Position Summary:	The Patient Registration Representative works in our admissions area. They interview patients to collect required registration data and enter patient information into 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: \$	14.51	MAX: \$	20.00	Hourly Shift Differential: Evenings: \$1.50, Weekends: \$2.25
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.	
Physical Requirements:	Please see full Job Description in Human Resources				
			Benefit eligible?	No	

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
<i>Three Rivers Hospital is an equal opportunity employer.</i>	