



## PATIENT REGISTRRTION REPRESENTATIVE Full-Time / Admissions

<b>Posting Number:</b>	HR076146	<b>Posting Date:</b>	September 8, 2023	<b>Date Available:</b>	Immediately
<b>Position Summary:</b>	The Patient Registration Representative works in our admissions area, interviewing patients to collect required registration data and entering patient information into the computer database for inpatient and outpatient services.				
<b>Essential Job Duties:</b>	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.				
<b>Qualifications:</b>	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.				
<b>Position Wage Range:</b>	MIN:	\$17.72	MAX:	\$24.43	Sign-on Bonus: None
<b>Differentials:</b>	Nights:	\$3.00/hour	Weekend:	\$2.50/hour	On-Call: \$3.50/hour
<b>Schedule:</b>	Days:	Monday – Friday		Hours:	7:00am – 3:30pm; 8-hour shifts
<b>Department/FTE:</b>	Admissions	FTE:	1.00; 40 Hours/Week		Benefit eligible? YES
<b>Benefit Summary:</b>	<i>Benefits include Group Medical (employee’s premium is paid by the hospital); voluntary plans for Dental &amp; Vision offered. Dependent coverage is also available. Employer paid basic plans for Life, Long-Term Disability, &amp; Short-Term Disability with buyup options available. Voluntary Life with guaranteed issue. A Flexible Spending Account (FSA) plan is offered. A complimentary 24/7 Employee Assistance Program (EAP) for all staff is available. Probationary period is 60 days for all new hires.</i>				
<b>Physical Requirements:</b>	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY		HR USE ONLY	
<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>			