



## PATIENT ACCESS SPECIALIST / FINANCIAL COUNSELOR FULL – TIME/TEMPORARY

<b>Posting Number:</b>	HR076156	<b>Posting Date:</b>	April 29, 2026	<b>Date Available:</b>	Immediately
<b>Position Summary:</b>	The Patient Registration & Financial Counselor is responsible for providing comprehensive patient access, financial counseling, and insurance navigation services. This position combines all traditional registration functions with enhanced financial advocacy designed to guide patients through the entire financial journey— from pre-service estimates through payment plan completion. The Financial Counselor assists patients in understanding their insurance benefits, financial obligations, coverage options, and available financial assistance programs.				
<b>Essential Job Duties:</b>	Interview patients to obtain and verify demographic and insurance information. Complete accurate registration, including required signatures and documentation. Verify insurance eligibility, benefits, and authorization requirements. Explain deductibles, co-insurance, co-pays, and out-of-pocket maximums. Demonstrate WixCorp tools for payments, estimates, and payment plans. Assist patients with establishing, modifying, or maintaining payment plans. Assist uninsured or underinsured patients in applying for Medicaid/Apple Health and Qualified Health Plans. Complete screening for TRH Financial Assistance and assist with required documentation. Maintain accurate encounter documentation to support billing and compliance. Follow HIPAA, CMS, WA State charity care rules, and TRH policies. Participate in workflow improvements and training initiatives. Support front-end revenue cycle optimization and onboarding of new staff. Other duties as assigned.				
<b>Qualifications:</b>	High school diploma or equivalent required. Minimum of two years' experience in patient access, financial counseling, medical billing, or related experience. Experience with insurance programs, Medicaid/Apple Health, financial assistance, or health coverage navigation preferred. Experience with registration systems, estimates, and payment tools (WixCorp preferred). Ability to maintain confidentiality and professionalism in stressful situations. Strong customer service orientation and ability to work with diverse populations. Strong organizational skills. CPR certification required. Spanish bilingual required.				
<b>Position Wage Range:</b>	MIN:	\$21.12	MAX:	\$29.13	
<b>Schedule:</b>	Days:	Monday – Friday		Hours:	To be determined
<b>Department/FTE:</b>	Admitting	FTE:	1.00 FTE – 40 hours per week		Benefit eligible? YES
<b>Benefit Summary:</b>	<i>Full-time benefits include: Group Medical 3-tiered plan (employee premiums on the higher deductible option is paid in full by TRH); voluntary plans for Dental &amp; Vision offered. Dependent coverage is also available. A Health Savings Account (HSA) is an option under our group medical plan. Employer paid basic plans for Life, Long-Term Disability, &amp; Short-Term Disability with buyup options available. Voluntary Life with a guaranteed issue. AFLAC policies are available. A Flexible Spending Account (FSA) plan is offered. Vacation and sick accrual accounts are provided. Our retirement program offers two plans as options. A complimentary 24/7 Employee Assistance Program (EAP) for all staff is available. <b>Insurance benefits are effective the first of the month following hire date.</b></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>		