



## PATIENT REGISTRATION REPRESENTATIVE - CLINIC Full-Time

<b>Posting Number:</b>	HR052153	<b>Posting Date:</b>	May 28, 2026	<b>Date Available:</b>	Immediately
<b>Position Summary:</b>	The Clinic Patient Registration Representative works in our clinic area interviewing patients to collect required registration data and enters patient information into computer database for our clinic patients.				
<b>Essential Job Duties:</b>	Register patients, schedule appointments and answer phones. Obtain required signatures, assemble patient information, work with nursing staff and providers. Collect insurance and demographic information. Direct or escort patients to appropriate departments. This position performs related duties such as filing reports, assembling pre-admission forms, 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 clinic. Must portray a professional manner. High school diploma required. Familiarity with Windows-Based software Preferred. <b>Spanish bilingual is required.</b>				
<b>Position Wage Range:</b>	MIN:	\$17.74	MAX:	\$24.45	Low Census: \$4.00
<b>Schedule:</b>	Days:	Monday - Friday		Hours:	8:30 AM to 5:30 PM 8 Hour Shifts
<b>Department/FTE:</b>	Three Rivers Family Medicine	FTE:	40 Hours Week / 1.00		Benefit eligible? YES
<b>Benefit Summary:</b>	<p><i>Full-time benefits include: Group Medical 3-tiered plan; 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.</i></p> <p style="text-align: center;"><b>Insurance benefits are effective the first of the month following hire date.</b></p>				
<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>		