PATIENT ACCESS REPRESENTATIVE – EMERGENCY ROOM
FULL - TIME

Posting Number:	**HR076156**	**Posting Date:**	**October 22, 2026**	**Date Available:**	**Immediately**
Position Summary:	The **Patient Access Representative works in our Emergency Room area** interviewing patients to collect required registration data and enter patient information into computer database for inpatient and outpatient services.				
Essential Job Duties:	Registers patients for in-patient admissions or out-patient procedures. Obtains required signatures, assembles patient files, and forwards them to nursing units. Collects insurance information. Directs or escorts patients to appropriate departments. This position performs related duties such as filing reports and 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 bi-lingual is required.				
Position Wage Range:	MIN: $18.80	MAX:	$25.92	Exempt Status	Hourly/non-exempt
Differentials:		Weekend:	$2.50/hour	Low-Census:	$4.00/hour
Rotating Schedule:	**Week A: Monday, Wednesday, & Thursday** **Week B: Tuesday, Friday, Saturday & Sunday**			**Hours:**	**Weekday hours: 10:00a – 6:00p** **Weekend hours: 10:00a – 10:30p**
Department/FTE:	Admitting	FTE:	.90 FTE; 36 hours per week	Benefit eligible?	YES
Position Attire:	☒ **Business Casual/Office – Professional or** ☒ **Clinical - Scrubs**				
Benefit Summary: **Insurance benefits become effective the first of the month following hire date.**	*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 & 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, & 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.*				
Physical Requirements:	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY		HR USE ONLY
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	
Three Rivers Hospital is an equal opportunity employer.		