

POSITION OPENING

POSITION: PATIENT ACCESS REPRESENTATIVE	STATUS: PART TIME
DEPARTMENT: PATIENT ACCESS (CENTRAL REGISTRATION)	HRS/PAY: VARIES
SUPERVISOR: BRENDA HESCHKE DEBORAH MUMPER	JOB GRADE: C-2

RESPONSIBILITIES

Position consists of working part time with responsibility for working all areas of patient access (outpatient registration, admissions and switchboard). Position includes weekends and holidays with no designated primary shift. Accurate typing and/or computer skills with a thorough knowledge of medical terminology and insurances required. Excellent communication and interpersonal skills required due to customer interaction.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 12/28/23 - 01/01/24

Application Deadline: Noon: 01/02/24