

POSITION OPENING

POSITION: PATIENT ACCESS SUPERVISOR	STATUS: FULL TIME
DEPARTMENT: PATIENT ACCESS	HRS/PAY: 75.0
SUPERVISOR: DEBBIE MUMPER	JOB GRADE: NON-EXEMPT

RESPONSIBILITIES

Position consists of supervising employees and the day-to-day operations of Registration, Scheduling and Financial Counseling. Arranges for efficient and orderly scheduling and registration of patients. Ensures that accurate patient information is collected and that patients are made aware of Hospital policies and procedures, when necessary. Works closely with the PMHA Director of Patient Access to implement and monitor compliance with PMHA standards.

Advanced education with a minimum of three years clerical experience preferred with accurate typing and computer skills required. Supervisory experience and ability to independently manage the department, or commitment to undergo training required. A thorough understanding of admissions/registration procedures required or a demonstrated capacity to be trained is required. Excellent communication and interpersonal skills required due to leadership of staff and frequent customer contact.

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: 11/12/24 - 11/16/24

Application Deadline: Noon: 11/17/24