

POSITION OPENING

POSITION:	PATIENT ACCESS REPRESENTATIVE	STATUS:	FULL TIME & PART TIME
DEPARTMENT:	PATIENT ACCESS (CENTRAL REGISTRATION)	HRS/PAY:	FULL TIME - 75 HRS PART TIME - VARIES
SUPERVISOR:	JENNIFER MOMYER	JOB GRADE:	C-2

RESPONSIBILITIES

Full and Part Time positions are available with responsibility for working all areas of patient access (outpatient registration, admissions and switchboard). Positions include weekends and holidays as scheduled. 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: 01/13/2025 - 01/17/2025
Application Deadline: Noon: 01/18/2025