

**HRHCH AN EQUAL OPPORTUNITY EMPLOYER**

**REG-4P**

**Posting Date:** 04/11/24

**EMPLOYMENT OPENING**

**Department:** REGISTRATION  
**Position Opening:** Registration Clerk

**Salary Range:** \$18.60 - \$28.70 per hour based upon union contract

**Position Summary:** The Registration Representative is accountable for all registration functions within the hospital; pre-admissions, in-patient, observation, SDC, clinical and emergency patient types. Responsible for accurate data entry and compliance with hospital policy/procedures as related to each patient type. Accountable for each visit, insurance and identification of patients and completion of required insurance forms and obtaining signatures for the appropriate consents. Any representative on duty when needed is responsible for responding to alarms/codes. During the night shift hours, switchboard activities are covered in the ED Registration area. All standards of the switchboard operation description will be met.

**Job Requirements:** Data entry and PBX experience preferred; Must have good public relations and an awareness of importance of confidentiality; neat in appearance; professionalism; computer skills and neat penmanship.

**Time Schedule:** Full Time: \_\_\_\_\_  
Part Time \_\_\_\_\_  
Per Diem: XX Shifts Vary \_\_\_\_\_  
Temporary: \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**APPLY NOW**

Or

*Office is open to accept applications Monday through Friday 8:00am-4:30pm*