

Patient Representative- PRN

Description

POSITION SUMMARY: Responsible for the registration of patients in the facility. This includes obtaining demographics, insurance and payor information, proper signatures on all paperwork, communicating with various departments.

QUALIFICATIONS:

1. Ability to collect, organizes, and communicates pertinent clinical information with effective verbal and written skills.
2. Strong customer service skills and commitment to service excellence.
3. Computer skills Microsoft office, including Word, Excel and Outlook
4. Must be able to read, write, and speak English

Hiring organization

Atoka County Medical Center

Date posted

April 30, 2021

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