

## Patient Representative

### Description

To provide admitting services for patients to the ED, Acute Care, Swing bed, Observation and Outpatient services. To assist in obtaining information from the patients for billing service and provide the patients with the appropriate admission paperwork.

### Qualifications

**Education:** Must have a high school degree or equivalent, GED required. Must be able to read and write and be familiar with medical terminology, rules of spelling, grammar, punctuation, legible handwriting, ability to understand verbal and written instructions and telephone etiquette.

**Experience, Training, Knowledge:** Must be able to type at least 45 words per minute with minimal errors, do word processing, make simple arithmetic calculations, and other necessary equipment.

**Certification, Licensure, Bonding:** None

### Hiring organization

Atoka County Medical Center

### Employment Type

Full Time nights and PRN available

### Date posted

August 15, 2019

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APPLY