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| **Dawson County Hospital District dba Medical Arts Hospital** |
| **Position Description/Competency Based Evaluation** |
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| **Position: Registration Clerk**  |
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| **FLSA Status:** | [ ] Exempt | [ ] Non-Exempt |
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| **Reason for Evaluation:** [ ] Introductory [ ] Annual [ ] Transfer [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **POSITION PURPOSE** |
| Responsible for collecting and processing the paperwork required to admit, discharge and bill a patient. Responsible for verifying accurate demographic and insurance information. Processes and files admission records and acts as liaison with patient family members or responsible party. Responsible for making sure the correct paperwork goes to the correct departments. Responsible for taking payments, reconciling the cash box and patient census, entering information into various applications, and answering multi-line telephone using departmental procedures in routing and transferring calls. Any other duties as assigned by supervisor |
| **POSITION QUALIFICATIONS** |
| **Education:**High School graduate or equivalent |
| **Licenses/Certificates:**None |
| **Job Qualifications:*** Typing speed of 45 wpm, operation of calculator, computer skills and knowledge. Knowledge of general clerical duties and detail oriented. Effective verbal and written communication skills and be able to multi-task. Bi-lingual helpful.
* One-year office experience in a medical setting with knowledge of medical terminology is preferred. Experience with customer service and working with the public.
* Duties of the position require intermittent walking, sitting and standing. Some bending, stooping and reaching is required with the lifting of items up to a weight of 20 pounds. The ability to comprehend and follow routine written or verbal instructions or directions.
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