



RGH Rural Health Clinics- Full-Time Clinic Access Clerk

Roane General Hospital in Spencer, WV a 60 bed Critical Access Hospital with 35 SNF/ICF beds, 25 acute care beds, Level IV Trauma Emergency Department, three Rural Health Clinic and walk-in clinic is currently seeking applicants for ***Full-Time Clinic Access Clerk for Roane General Rural Health clinics***

Qualifications:

Applicants duties will include registration, collecting/validating/updating the patient's comprehensive data set, scheduling, answering phones, completing Medicare Secondary Payer screening, completing insurance verifications, identifying managed care issues and appropriately resolving financial counseling, collections. Ideal applicant will need to possess strong interpersonal and customer service skills along with a team-oriented attitude. Must be able to handle multiple tasks, and work in a fast passed clinic setting.

Preferred applicants will have a minimum of one year experience in health care patient financial services, healthcare access services or related healthcare experience. Working knowledge of medical terminology and medical/clinical treatment process, along with knowledge of major third party payers and contracts is preferred. A high school diploma or GED is required.

Opportunity:

We offer a competitive salary and an excellent benefit package including: Health, Dental, Vision, Disability, & Life insurance, 401k, and a free membership to on-site fitness center.

For consideration, please submit resume to:

Roane General Hospital
Attn: Human Resources Department
200 Hospital Drive
Spencer, WV 25276

employment@rghwv.org

Fax: 304-927-6807

"Roane General Hospital is an equal opportunity provider, and employer."
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)

11/24/2020