



Full-Time Clinic Access Clerk – RGMA Walk-In Services

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 Medical Associates (RGMA) Walk-In Services*.

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 paced 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, an excellent benefit package including: health, dental, and life insurance, 401K and free membership to on-site fitness center.

Submit application/ resume to:
Roane General Hospital
Attn: Human Resources Department
200 Hospital Drive
Spencer, WV 25276
employment@rghwv.org