



E.O. Posting No. 0073

EMPLOYMENT OPPORTUNITY

Title: Front Office / Registrar
Division: Health Services
Program: Family Health Center - Caldwell

Beginning Salary: Negotiable

Travel Required: 10%

Duties:

Individual is skilled in the operations of the front office. Specific job responsibilities encompassed are the patient check-in process, patient registration processes, medical records maintenance functions, money handling and customer service.

Education & Work Experience

Required: High school diploma or GED; and 1-3 months work experience in a medical practice or related experience; attention to detail; and Bilingual skills (English/Spanish)

Certifications/Licenses

Preferred: None

Resumes/applications are being accepted until position is filled.

Deliver or submit resumes/applications to: Diane Molina, RN, BSN

Mailing address: 1500 University Drive East
College Station, TX 77840

Fax: 979.260.9835

E-mail: dmolina@bvcaa.org

EOE/AA

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