



E.O. Posting No. 0099

EMPLOYMENT OPPORTUNITY

Title: Front Office Clerk/Registrar
Program: St. Joseph Health Point Hearne

Beginning Salary: Negotiable

Travel Required: 10%

Duties: Responsible for greeting, registering, scheduling/confirming appointments and checking out clients. Will also reconcile daily collectibles and maintain medical records.

Education & Work Experience

Required: High School graduate or equivalent with 6 months related work experience, strong customer service and strong phone skills. Bilingual (English/Spanish).

Preferred: Medical office training or medical office specialist certificate.

Resumes/applications are being accepted until position is filled.

Submit resumes/applications to: hscogin@bvcaa.org

Please visit www.bvcaa.org for an employment application.

EOE

Date Posted: 12/06/11
Revised to Front Office Clerk/Registrar 01/04/12