



An Affiliate of  UnityPoint Health

INTERNAL/EXTERNAL JOB POSTING
POSITION AVAILABLE (Full-time)

RECEPTIONIST – GCH CLINICS
(Position Vacancy 2017-S2)

Guthrie County Hospital has a full-time Receptionist – GCH Clinics position available. This position will work in the Adair GCH Clinic. This position reports to the Director of Clinics. Work an average of 40 hours per week, varying hours.

This position is responsible for conducting timely admissions for all patients in a professional manner. Responsible for scheduling appointments, coordinating workflows, providing clerical support, and performing responsibilities that maintain accurate and effective processes in the clinics.

Qualifications

High School diploma or equivalent

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience

Effective communication skills, verbal and written

Good organization skills with ability to meet deadlines

Knowledge of medical terminology, ICD-10, and CPT codes

Working knowledge of multiple computer programs

Please submit applications to:

Guthrie County Hospital

Human Resources

710 N. 12th St

Guthrie Center, IA 50115

Equal Opportunity Employer (EOE)

Posted: 5/12/2017