



An Affiliate of  UnityPoint Health

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

**Receptionist – Admissions**  
*(Position Vacancy 2018-8201)*

Guthrie County Hospital has a full time Receptionist – Admissions position available. This position reports to the Chief Financial Officer. Work an average of 36 hours per week, rotating evening shifts, weekends and holidays. Schedule will be Monday-Thursday 12:00PM - 8:00PM and every other Saturday.8:00AM-4:00PM.

This position is responsible for conducting timely admissions for all patients in a professional manner. Responsible for updating the insurance and identification information as needed to aid in the future admissions and ensure accounts can be billed properly by the Business Office.

**Qualifications**

High School diploma or equivalent

One to three months related experience and/or training; or equivalent combination of education and experience

**Please submit applications to:**

**Guthrie County Hospital**

**Human Resources**

**710 N. 12<sup>th</sup> St**

**Guthrie Center, IA 50115**

Equal Opportunity Employer (EOE)