



An Affiliate of  UnityPoint Health

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

Receptionist – Admissions
(Position Vacancy 2018-8202)

Guthrie County Hospital has a part time Receptionist – Admissions position available. This position reports to the Chief Financial Officer. Work an average of 8 hours per week, every Friday evening and every other Saturday. Schedule will be Friday 4:00PM - 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. 12th St

Guthrie Center, IA 50115

Equal Opportunity Employer (EOE)