

Position Posting

Posting Date 08.30.2017
Removal Date 09.30.2017

Posting Number: 17-241

Job Title: Patient Access Representatives (FT 90%) Patient Intake- ER & Outpatient

Company Description: Adena Health System - Chillicothe, OH

Internship []

Part-time Position []

Full-time Position []

Postings remain active only thirty (30) days.

Employer: Adena Health System - Chillicothe, OH

Contact

Person: https://www.indeed.com/viewjob?jk=5c28844d05bdda22&tk=1bofm2gc41d4nf72&from=companyalert&alid=572bbf47e4b0b4e36f7ff7e5&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bofm2gc41d4nf72

Duties: The registrar will assist patients, physician's office or other clinical staff to schedule, pre-register, register for all services at Adena Health System. Registrars will use established interviewing techniques to gather information in person, by accessing Meditech or eCW or by phone the demographic, insurance, financial, ensure correct precert/authorization and other information from patients or their representatives required for billing and collecting patient accounts. This position uses various electronic tools to ensure the patient's insurance coverage is active. Required signatures and documents are obtained by this position at the time of registration and scanned into document imaging. This position enters diagnosis, tests and checks orders for completeness and medical necessity. Co-pays are collected when appropriate. This position interacts with clinicians in the ER, outpatient and physician offices to ensure patient care is delivered in a timely manner. The registrar must be self-driven and able to multi-task and prioritize their work. They must have strong communication skills and be able to deal effectively with others. This position is team oriented and contributes to achieving department goals.

Education, Certification, Credentials: High School Diploma or GED, Business or Healthcare education desired.

Experience: 1-2 years of hospital clerical, general clerical or customer service related position. Other healthcare, hospital or physician experience preferred.

Adena Health System is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, national origin, age, veteran status, the presence of a non-job related medical condition or disability or any other legally protected status

Salary: TBD

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.