



Posting 2019-002

NOTIFICATION OF JOB VACANCY

Posting Date: 02/19/2019

Department: Front Office Admitting/Out Patient Registration

Position: Patient Support Specialist

Shift: Regular Full Time: Monday – Tuesday: 3pm-11pm, Saturday and Sunday 7am-7pm

MHHS Description: Minnie Hamilton Health System (MHHS) is a Federally Qualified Health Center (FQHC) that owns and operates a Critical Access Hospital with 18 Acute Care/Swing Beds, 24 Long Term Care (Nursing Home) Beds, a Level IV Trauma Emergency Department, Rural Health Clinic, Primary Care practices, and a Dental practice, serving nearly 20,000 residents in central WV.

Job Duties:

- Maintains a positive and professional atmosphere for patients and MHHS personnel.
- Demonstrates interpersonal skills necessary in order to interact affectively with patients and MHHS personnel.
- Registers Clinic, ER, Acute Care, Swing Bed, and Outpatient patients obtaining necessary information and signatures for consent from the patient/parent/legal guardian.
- Communicate clearly and concisely, orally and in writing.
- Work independently to accomplish assigned work in a timely manner.
- Communicate with staff and the public, both in person and over the telephone in a tactful manner and under difficult situations.
- Process incoming calls and directs in a courteous manner
- Other duties as assigned.

Specific Requirements:

- Must have computer knowledge.
- Must be able to multi-task.
- **Must be able to work all shifts and holidays.**

Opportunity offers the following:

Competitive salary. Excellent benefit package including: health, dental, vision, life insurance, 401k, paid vacation, personal and sick time. MHHS is an equal opportunity provider, and employer.

Submit application/resume mailing to: Minnie Hamilton Health System
Attn: Human Resources Department
186 Hospital Drive
Grantsville, WV 26147

Email to: shelia.gherke@mhhs.healthcare

Submit on-line application at: <https://www.mhhs.healthcare/employment-application.html>

Last day to apply for position: March 6, 2019