

## NOTIFICATION OF JOB VACANCY

**Posting Date:** 2/25/2020

**Department:** Registration/Out Patient Registration

**Position:** Patient Access Representative

**Shift:** Full Time (nights, weekends with occasional days)

**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 effectively with patients and MHHS personnel.
- Registers Clinic, ER, Ortho, 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](mailto:shelia.gherke@mhhs.healthcare)

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

**Last day to apply for position: Until Filled**