

Cordova Community Medical Center
Job Description
 Rehabilitation Receptionist

Job Title:	Rehabilitation Receptionist	Status:	Full-Time
Supervisor	Director of Ancillary Services	Pay Grade:	DOE
Department/Division:	Administration	Classification:	Non-Exempt

POSITION SUMMARY

Under the direction of the Director of Ancillary Services, this position performs all office procedures, assists the Director of Ancillary Services and Staff as needed and other tasks as assigned. The Receptionist has no supervising responsibility.

ESSENTIAL RESPONSIBILITIES

- Answer phone calls, make patient appointments.
- Must be Customer Service focused.
- Manage and coordinate insurance authorizations for Rehabilitation Services.
- Must have some knowledge and experience with Accounts Payable.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of patient, staff and agency information.
- Interact with patients, visitors, department heads, and staff.
- Perform general clerical duties to include, but not limited to, copying, faxing, preparing spreadsheets.
- Prepare letters, memos, and policies as directed.
- Represent the facility and participate in meetings as required.
- Ensure administrative functions are carried out promptly for an efficient operation.
- Assure that an adequate supply of administrative supplies and equipment are on hand to meet the day-to-day operational needs of the department.
- Expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Perform other duties as assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: Minimum: High School Diploma. Bachelors Degree preferred.

EXPERIENCE: Minimum three (2) years office/billing assistant experience. Microsoft Suite experience. Knowledge of principles and practices of basic office management and organization. Ability to work well alone and as part of a team.

REQUIREMENTS: Computer literate, ability to type 50 wpm, file accurately, operate multi-line phones, 10-key and have excellent communication skills. Must be able to work independently with minimal supervision. Have the ability to be tactful and polite with personnel, residents, family members, visitors, government agencies, and the general public. Must be able to maintain confidentiality of hospital and employee information.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
 Ability to Pass a DHSS Criminal History Check and Drug Test
 Must be current in immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

BENEFITS

- At CCMC we provide Full Benefits including Medical, Dental and Vision.
- Wellness center (Bidarki and Bob Korn Pool) family discount.
- A generous PTO package – 200 hours your first year, 9 paid holidays
- State of Alaska PERS retirement plan with employer contribution.
- CCMC is proud to support our staff by offering to eligible employees Continuing Education Stipend and Student Loan Repayment for qualified accreditation institutions.
- CCMC is a public service loan forgiveness eligible site.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Rehabilitation Receptionist

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Print Name

Manager Signature

Date