

# Modoc Medical Center

## JOB ANNOUNCEMENT

**Final Filing Date:**

Open Until Filled

**Admitting Clerk**

Full Time

**Wage Rate:**

**\$17.27-\$26.12**

Dependent on Experience

Modoc Medical Center has an opening for a full time benefited Admitting Clerk at our MMC Clinic. Reporting to the Clinic Director, the Admitting Clerk is responsible for accurately registering patients, verifying insurance eligibility collecting co-pays verifies patient demographic and updates the information in the computer.

Applicant must demonstrate competency in the following areas:

- Demonstrates professional behavior and a positive working relationship with clients, visitors and facility staff
- Registers all patients and gives new patients medical forms to complete
- Checks patients in and verifies patient demographics and insurance information, updates information in computer programs and walks charts back to appropriate provider area
- Answers phones in a professional and courteous manner; takes messages; directs calls to appropriate staff
- Collects payments, writes receipts, writes payments in ledger, balances petty cash, and makes deposits
- Explains billing policy's, collects co-payments, refers patients without insurance to the financial counselor at the business office
- Communicates appropriately, respectfully, and clearly to doctors, managers, and co-workers
- Demonstrates flexibility and willingness to do extra work as needed on an interim basis. May be cross-trained for other positions and may be required to work in those positions as needed
- Performs other duties as assigned

Qualifications & Job Requirements (but not limited to):

- High school diploma
- 1-3 years experienced in a healthcare office preferred
- Proficient in Microsoft Office applications
- Ability to type 40 WPM
- Must be able to read, write, speak and understand the English language
- Ability to deal with people in a pleasant and courteous manner, even under stressful conditions
- Experienced with billing and insurance preferred
- Ability to work in a fast paced environment maintaining patient confidentiality and professionalism in a team-oriented environment

**Application Process:**

If interested, apply on-line at [www.modocmedicalcenter.org](http://www.modocmedicalcenter.org)

Modoc Medical Center – Human Resources

PO Box 190 – Alturas, CA 96101

ADMITTING CLERK

March 6, 2024

Modoc Medical Center is an EOE