

The background image shows the exterior of the Modoc Medical Center building on the left, featuring a sign for the 'EMERGENCY' and 'MAIN ENTRANCE'. To the right, a white ambulance is parked. The text 'MODOC MEDICAL CENTER' is written in a large, stylized, orange and blue font across the top. Below it, 'Job Announcement' is written in a bold, blue font.

MODOC MEDICAL CENTER

Job Announcement

Join a Team That Lifts You Up. Live a Life That Fulfills You. Discover What Modoc County Has to Offer.

ADMITTING CLERK

Full-Time | On-site

Wage: \$19.94-\$29.10/hr | Dependent on Experience

Modoc Medical Center (MMC) is accepting applications for a Full-Time Admitting Clerk at the Rural Health Clinic in Alturas, CA. The Admitting Clerk works under the direction of the Clinic Manager to register patients, verify insurance eligibility, collect payments, and update demographic and billing information in the computer system. This position plays a key role in ensuring smooth clinic operations and delivering excellent customer service to patients and staff. Full-time positions are benefit eligible.

Responsibilities

- Register patients and verify insurance coverage prior to visits
- Collect co-payments and process deposits accurately
- Maintain and update patient demographic and billing information
- Prepare and organize charts for scheduled appointments
- Answer and route phone calls in a professional, courteous manner
- Support clinic staff and providers with administrative tasks
- Ensure confidentiality, accuracy, and compliance in all registration activities

Qualifications

- High school diploma or equivalent required
- 1-3 years of healthcare office experience preferred
- Basic computer knowledge and proficiency in Microsoft Office applications
- Ability to type at least 40 words per minute accurately
- Strong interpersonal and communication skills with a customer service focus
- Organized, dependable, and able to multitask in a fast-paced environment

Benefits

- Relocation Assistance up to \$5,000 for eligible applicants
- Comprehensive Insurance Package: Medical, Dental, Vision, Life & AD&D
- Retirement: 457(b) plan with employer match & LIUNA Pension
- Work-Life Perks: PTO, EAP, longevity bonuses, & uniform allowance
- Education & Discounts: Tuition assistance + free care for employee/dependents after insurance

Apply Online at www.modocmedicalcenter.org

Modoc Medical Center Human Resources Department
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