



Business Office Reception Clerk position at Moab Regional Hospital

Moab Regional Hospital is seeking a Business Office Reception clerk to join our hospital team. This position is responsible for welcoming patients in person or on the telephone to resolve billing questions and offer payment solutions. This position interacts on a daily basis with hospital staff, physicians, patients, and members of the public. Our ideal candidate for this position is someone who enjoys working with a team. Applicants must have a high-level of focus for details and a team-oriented attitude. A calm demeanor, emotional maturity, understanding of and ability to maintain confidentiality, and ability to think on one's feet is a must. This is a full-time, year-round, benefitted position.

What makes Moab Regional Hospital a great place to work?

- Year Round Employment
- Job Security
- Predictable Schedules
- Collaborative and Supportive Workplace
- Professional Growth Opportunities
- Full benefits: Insurance, Retirement, Ongoing Education, and more

Our people make the difference. We promote from within and support our staff as they build careers in healthcare and related fields. Our administration, medical staff, and non-clinical staff work closely together to foster a fast-paced work environment and a positive work-life balance. With reliable schedules and year-round employment, you can enjoy steady work and still have time to enjoy all that the Moab area has to offer.

Required Qualifications

- Well organized
- High level of comfort with Microsoft Office Suite and technology in general (copiers, fax machines, printers, computers, etc.) and other billing software.
- Able to work with a team.
- Great customer service and communication skills (including oral, written, and listening skills)
- Able to receive and manage sensitive information professionally and maintain confidentiality at all times.
- Able to handle stressful situations calmly and professionally; emotionally mature.
- Reliable and timely with work schedule.
- Other duties as assigned.

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Moab Regional Hospital is proud to be a Drug Free Workplace and EOE.

How to Apply

Email your application to jobs@mrhmoab.org.

Position closes January 23, 2019.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and/or protected veteran status.