



Business Office Cash Pay Clerk

Moab Regional Hospital is seeking a Business Office Cash Pay clerk to join our hospital team. This position supports patients through follow up on all cash pay accounts as well as helping all others with balances after insurance payments. Offers financial aid, payment plans and other financial arrangements. Reduces patient financial anxiety through offering of programs, education and direction. Follows all policies and procedures to ensure all activities comply with hospital standards and government regulations. This is a full-time, M-F 8:30 to 5:00, year-round, benefitted position.

MISSION: Our dedicated team puts the patient first, delivers quality cost-effective healthcare and promotes wellness to all we serve.

VISION: From patient care to community wellness, we serve as your portal to health.

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

- Submit resume or MRH application (located on website) to jobs@mrhmoab.org.
- Position closes May 10, at 08:00.

All positions subject to close without notice. 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.