



Admissions Clerk at Moab Regional Hospital

Moab Regional Hospital is seeking qualified candidates for the front desk Admissions Clerk. This position is responsible for creating a positive first impression for our patients and their families. As the first point of contact, you will have a vital role in ensuring a smooth intake process for patients, as well as correctly maintaining patient medical records, processing co-pay collection, communicating insurance information and other tasks. Our ideal candidate for this position is personable and warm, has excellent phone and customer service skills and produces highly accurate work with above-average attention to detail and a consistently positive attitude. Must have excellent attendance rates. This is a full-time, benefited, year-round position, working Monday to Thursday from 08:00 to 20:00.

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 fully 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.

Qualifications

- High School Diploma or equivalent
- Excellent customer service and communication skills, including oral, written, and listening via telephone and in-person
- Clerical skills and experience with computers
- Ability to work in a confidential manner
- Comfortable in a professional work environment
- Must enjoy working as part of a team
- Must be reliable, punctual, and emotionally mature
- Must be open to 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