



## **Ward Clerk for the Medical/Surgical Department**

Moab Regional Hospital is hiring full-time and part-time Ward Clerks to join our Med/Surg team. Ward Clerks perform a wide range of clerical duties to ensure a smooth and efficient workflow for physicians, nursing staff, and other clinical roles. Our ideal Ward Clerk has some background as an EMT, CNA, or MA and is comfortable working with telephones, computers, printers, fax machines, electronic medical records (EMRs), and similar technology. Responsibilities will include (and are not limited to) prior authorizations, answering phones, ordering supplies, and preparing medical records and Medicare forms. This role will also provide some direct patient care, consistent with the scope of practice for CNAs and in compliance with all applicable State, Federal, facility-specific, and other regulatory standards. On the job training is available. Schedule will be 12 hour days, 8:00 am to 8:00 pm. Work days will rotate with other Ward Clerks to include some weekends.

### **What makes Moab Regional Hospital a great place to work?**

- Wide range of benefits, including insurance, retirement, and paid time off
- Collaborative and supportive workplace
- Professional growth opportunities including continuing education, trainings, and more!

Our people make the difference. We promote from within and support our staff as they build careers in healthcare. Our employees are energetic, collaborative, and passionate about serving our community. You can enjoy steady work and still have plenty of time to enjoy all that the Moab area has to offer.

### **Minimum Qualifications**

- Current CNA or EMT license in the State of Utah or prior work experience in similar role in a medical setting.
- Current BLS certification or ability to obtain within 30 days of hire.
- Excellent communication skills (written, verbal, and listening) with clinical and non-clinical individuals.
- High level of comfort with technology and ability to successfully complete a range of clerical tasks.
- Must be effective both as part of a team and while working independently.
- Must possess strong critical thinking skills and able to respond quickly when situations change unexpectedly.
- Must be able to stand, walk, communicate, reach and manipulate objects, tools, or controls for duration of shift (up to 12 hours at a time). Manual dexterity and coordination are required over 50% of the time while on duty.
- This position includes some heavy physical exertion, including moving items weighing 10-20 pounds regularly and up to 50 pounds on occasion.
- Prior experience working in a medical setting, preferred.
- Ability to work in a confidential manner.
- Reliable and timely with work schedule.
- Flexible and willing to accept other duties as assigned, including duties as a CNA.

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

To apply, submit your resume to [jobs@mrhmoab.org](mailto:jobs@mrhmoab.org).

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, or protected veteran status.

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

*From patient care to community wellness, Moab Regional Hospital serves as your portal to health.*