



## **Admissions Clerk – Front Desk at Moab Regional Hospital**

Moab Regional Hospital is seeking qualified candidates for a 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 **Fridays, Saturdays, and Sundays from 8:00 am to 8:00 pm.**

### **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.

### **Qualifications**

- Excellent customer service skills.
- Effective communication skills (oral, written, and listening) both in person and via phone.
- Strong clerical and organizational skills.
- Effective both as part of a team and while working independently.
- Strong critical thinking skills and able to respond quickly when situations change unexpectedly. Comfortable in a professional work environment.
- Comfortable using computers and other office technologies (printers, fax machines, multi-line phones). Strong ability to multi-task in a fast paced work environment.
- Ability to work in a confidential manner.
- Reliable and timely with work schedule.
- Flexible and willing to accept other duties as assigned

Moab Regional Hospital is proud to be a Drug Free Workplace and equal opportunity employer.

**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.