



# JOB VACANCY

NESS COUNTY HOSPITAL IS AN  
EQUAL OPPORTUNITY  
EMPLOYER, OFFERS  
COMPETITIVE WAGE &  
EXCELLENT BENEFITS ~WAGES  
WILL BE BASED ON EXPERIENCE.

## -NOW HIRING- CLINIC RECEPTIONIST

FULL-TIME OR PART-TIME

MONDAY - FRIDAY

This person will work at the reception desk answering phone calls, scheduling patients, taking complete and accurate messages, checking patients in and out, verifying insurance, prior authorizations, preparing deposits completely and accurately, collection calls, scanning, compiling medical records requests and other duties as assigned.

### **REQUIREMENTS:**

- Must be computer literate.
- Able to work well alone and in a team environment.
- Have strong interpersonal and communication skills, both in person and on the telephone.
- Must be friendly and confident.
- Good organizations skills and can prioritize workload.
- Able to cope in a busy environment.
- Flexible, adaptable and can multitask.
- Safeguard patient privacy and confidentiality.

To apply for this position contact Shelly McDonald, Human Resources at the Ness County Hospital (785)798-2291 or Sheri Nuss, Clinic Manager, at (785)798-2233. Benefits include-Health, Dental & Vision Insurance, Disability Insurance, Paid Time Off. The Ness County Hospital is an Equal Opportunity Employer.