



MOLOKAI GENERAL HOSPITAL

ADMISSIONS/REGISTRATION CLERK

Molokai General Hospital, a Queen's Health System Company, is looking for an Admissions/Registration Clerk. Responsibilities include, but are not limited to, registering all patients for Inpatient, Outpatient, and Emergency Room services. Duties also include inputting demographic information and verifying insurance eligibility at the point of service, verifying insurance specific criteria needs for patient admissions, performing clerical work involving and relating to collection of payments.

Qualifications:

- High School diploma or the equivalent.
- Business School or courses related to business machines, or experience with 10-key calculator, fax, and copier preferred.
- Ability to type 40wpm.
- Medical terminology knowledge, preferred.
- Ability to relate effectively to patients of all ages, their families, and staff.
- Ability to maintain patient's privacy and confidentiality, required.
- Computer proficiency to include Microsoft Word & Excel preferred.
- Ability to multitask efficiently and accurately.

COMMENTS: One (1) Call-In position.

Click here to apply online: <http://queensmedicalcenter.org/careers>

For inquiries about this position call 808-553-3120 or email ateves@queens.org

An EEO/AA Employer