

Kiowa County Hospital District

Medical Assistant/Receptionist

Eads, CO

Medical Assistant/Receptionist at Kiowa County Hospital District

Work Schedule: Full Time Days

Responsibilities:

This position will assist at the front desk at the Hospital and Clinic. Answers telephone calls, schedules appointments, updates patient and insurance information, accepts incoming payments. Prepares patient for visit with provider, performs duties as assigned by provider, and maintenance of patient records. Assists with the coordination of various service providers to meet patient needs and with referrals to appropriate medical resources.

Requirements:

Required licensure/certification: Basic Life Support (BLS). KCHD will help applicant obtain. Experience as medical assistant preferred.

This position's pay range is \$12.32 - \$14.00 per hour, based on qualifications/experience.

Benefits include health insurance, dental insurance, vision insurance, life insurance, short term disability, retirement, paid days off, sick leave, and healthy families and workplace leave.

Applications are available at kchd.org or 1208 Luther Street, Eads, CO 81036.

For more information, please contact Human Resources at 719-438-5401.

Kiowa County Hospital District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.