

Kiowa County Hospital District

Clinic Receptionist

Eads, CO

Full time Clinic Receptionist at Eads Medical Clinic

Work Schedule: Full Time Days

Responsibilities:

This position oversees the front desk at the clinic. Answers telephone calls, schedules appointments, updates patient and insurance information, accepts incoming payments. Assists with the coordination of various service provides to meet patient needs and with referrals to appropriate medical resources.

Requirements:

Required licensure/certification: Basic Life Support (BLS). KCHD will help applicant obtain.

This position's pay starts at \$13.00 per hour.

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.