

Kiowa County Hospital District

Receptionist/Billing Clerk

Eads, CO

Receptionist/Billing Clerk at Kiowa County Hospital District

Work Schedule: Full Time Days

Responsibilities:

This position will assist at the Hospital front desk. Primary job responsibilities include answering telephone calls, scheduling appointments, updating patient and insurance information, accepting incoming payments, and admissions. Assists with posting to accounts receivable, obtaining prior authorizations for services, and processing reports.

Requirements:

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

This position's pay range is \$14.00 - \$18.00 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.