



KEARNEY COUNTY
HEALTH SERVICES

Clinic Admissions Clerk

Department Name:	Clinic
Reports To:	Director of Primary Care
Position Status:	Full-Time
Days and Hours:	Monday – Friday: 8:00am - 5:00pm Saturday Rotation: 8:00am – 12:00pm
Duties:	<ul style="list-style-type: none">• Responsible for scheduling patients for Minden Medical Clinic providers both via phone and face-to-face• Receives telephone calls and faxes, screens incoming telephone calls from patients, directing them to appropriate personnel.• Greets patients and visitors to the Clinic• Prepares records for upcoming appointments• Ensures safety and security of patient medical records• Receives payments for services and documents properly• Other duties as assigned
Qualifications:	<ul style="list-style-type: none">• Certified Medical Assistant preferred, not required• Prior experience in a medical setting• Excellent customer service skills• Reliable, dependable, with good attendance record• Ability to successfully work in team environment• Must be able to comprehend all policies and procedures and understand medical terminology• Prior experience with office equipment and Word, Excel, and Outlook preferred• Prior receptionist work beneficial
Physical Requirements:	<ul style="list-style-type: none">• Regularly required to sit, communicate, and hear• Occasionally required to walk, reach, use hands, stoop, and bend• Must occasionally lift up to 25 pounds
Benefits:	<ul style="list-style-type: none">• Competitive Wage• Shift Differential and Incentives• Benefit package including: Health, Dental, and Vision Insurance, Company-Paid Life Insurance, Voluntary Life Insurance, Retirement Matching, AFLAC Supplemental Insurance• Medical Credits• Wellness Benefits• Tuition Assistance and Continuing Education Allowance

If interested please complete a Kearney County Health Services application online at www.kchs.org or return to: info@kchs.org, 727 East St., Minden, NE 68959, or fax 308-832-3417. For additional information or questions, contact Human Resources at 308-832-3400 ext. 2727 or bgrams@kchs.org.



W: 308.832.3400
F: 308.832.3417



www.kchs.org



727 East First Street
Minden, NE 68959