

**Emergency Department/Outpatient Registration Clerk**

**Pay rate: \$9.85 min. doe**

**Responsibilities: Collects patient information and insurance information required for complete billing of services rendered. May also be responsible for other duties assigned related to admission of patients.**

**Education: HS diploma or equivalent required. Some college preferred.**

**Work Experience: 6 months – 1-year clerical experience required, preferably in healthcare.**

**Knowledge/skills: *Preferred* -Typing, keyboarding, accurate spelling and other clerical skills. Medical terminology, hospital admission procedures, reimbursement procedures, DRG, & financial classification knowledge required.**

**Physical Requirements: Visual & hearing acuity, manual dexterity, oral communication, standing and/or sitting for long periods of time, transporting patients, manipulating equipment or supplies, tolerating high stress situations and lifting 15-20 lbs. are required.**