



FRANCES MAHON
DEACONESS HOSPITAL

POSITION ANNOUNCEMENT

- TITLE:** Glasgow Primary Care Clinic Customer Service Representative
- HOURS:** Full-time; Monday – Friday 8:00-5:00
- WAGE:** Starting \$12.00 – \$13.50, DOE
- REQUIREMENTS:** High School Diploma or GED. Previous clerical, medical terminology and computer experience preferred.
- DUTIES:** Qualified applicant will be responsible for patient check in, scheduling appointments and data entry of all patient information. Other duties will include answering telephones, directing to appropriate personnel and assisting in other clerical duties as assigned.

FMDH is an Equal Opportunity/Affirmative Action Employer. Please contact the HR department at (406) 228.3662 for more information.