



# FRANCES MAHON DEACONESS HOSPITAL

## POSITION ANNOUNCEMENT

- TITLE:** Financial Counselor
- HOURS:** Monday – Friday 8:00 am to 4:30 pm
- REQUIREMENTS:** High School Diploma or GED required. Previous knowledge of insurance benefits preferred. Excellent customer service abilities including effective listening skills. Critical thinking skills, decisive judgment and the ability to work with minimal supervision in a fast-paced environment.
- DUTIES:** This position is responsible for Assisting patient and their families with completing the paperwork necessary to apply for the internal or external financial assistance programs. Maintain and ensure compliance of the hospital's financial assistance programs as well as informing to patients/families of all applicable government and private funding programs.

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