



FRANCES MAHON DEACONESS HOSPITAL

POSITION OPENING

- TITLE:** Patient Access Coordinator
- HOURS:** Full-Time Position; Monday-Friday 7:00am – 5:00pm (dependent on coverage needs and after hour meetings/trainings)
- REQUIREMENTS:** High School Diploma or GED required. 1-6 months related experience and/or training. Outstanding Customer Service skills and ability to communicate effectively in oral and written word are preferred.
- DUTIES:** Coordinate the patient access processes by monitoring/logging and fixing registration errors and communicating results as necessary to applicable department directors and directly to staff for education. Runs monthly/quarterly patient access meetings for staff development and provide a training plan for all patient access staff. Coordinates all coverage for registration areas, and switchboards. Work and communicate closely with Revenue Cycle team and Director to understand the integration of patient access functions in the revenue cycle and develop and implement policies and procedures specific to patient access.

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