



Medical Center
Specialty Clinic
Behavioral Health
Primary Care - Summit Clinic
Primary Care - Winfield
Primary Care - Ark City
Urgent Care
Midwives

ER Registration - PT

Employer

South Central Kansas Health
6401 Patterson Pkwy,
Arkansas City, KS 67005
620-442-2500

Job Description


Responsible for greeting incoming patients, distributing paperwork, entering in pertinent information, including insurance and demographic, and handling the processing of insurance.

Responsibilities and Duties:

1. Responsible for prompt, courteous reception and processing of all patients presenting themselves for treatment. Completes registration documents for ER patients as well as other patient types such as Inpatients, Outpatients and Physical therapy Patients.
2. Records all patients seen on registration logs. Records pages sent to providers or ancillary departments on paging logs.
3. Keeps record of any codes called such as Code Blue, Code Red, Fire, Code Grey, Code Pink, Code Black and Inclement Weather.
4. Monitors alarm boards. Listens to scanner traffic.
5. Responsible for accurate and complete collection of registration data. Gathers insurance information, signatures, and forms needed to submit billing to insurance companies.
6. Receives payments. Makes accurate change. Maintains cash in a secure location using the proper security.
7. Staffs the medical center switchboard. Operates the house paging system. Operates Tiger text for providers. Takes messages and communicates messages to the appropriate person.
8. Responsible for making the call schedules daily-night shift.
9. Responsible for performing audits and correcting accounts.
10. Is fully knowledgeable of all safety/emergency policy and procedures of the medical center. Is responsible for the communication link between all personnel inside of the medical center and to outside emergency officials in case of emergency conditions.

Physical Demands:

1. Combination of sitting, standing, bending, light lifting and walking.
2. Regularly exposed to risk of blood borne pathogens.
3. Exposed to unpleasant elements.
4. Requires the ability to manage stressful situations.

- 
5. Occasional stress from varying demands.

Qualifications:

- Education: High School Diploma or equivalent.
- Experience: Computer experience required.

Working Conditions:

- Work may be stressful at times.
- Interaction with others is constant and interruptive.
- Contact involves dealing with sick people.
- Exposure to communicable diseases and other conditions

Apply

Apply [Here](#)

The SCK application process consists of three forms:

1. General Application
2. Release Authorization
3. Confidentiality Agreement

Please complete ALL THREE forms.

