



# Perry County Memorial Hospital

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Job Title: Clinic Receptionist  
Department: CP Rehab  
Job Hours: Day shift

Posting Date: 2/12/10  
Job Status: PRN

## **Summary:**

Employee shows a commitment to moral values, integrity and character by respecting the beliefs and worth of others. Communicates openly and honestly. Supports a customer sensitive organization by treating all people well. Works to enhance the perception of the hospital in a positive way. The clinic receptionist will work with multiple doctors and clinics. Must be able to demonstrate strong computer skills as well as communication skills.

## **Knowledge/Skills/Abilities:**

Must work under the supervision of the R.N./L.P.N. to conduct the clinic needs in a timely, professional, efficient manner. Willingly performs other tasks {within scope of capability} as requested. Must demonstrate familiarity with documents used within clinic/ hospital area. Must demonstrate capability & take responsibility for accurately collecting, managing, documenting and communicating data to provide quality care for patients according to Hospital & Regulatory Policy. Demonstrate at all times: a respectful, courteous, caring, confidential demeanor. Must exhibit accurate, effective, prompt, communication in the commission of job duties. Must be flexible to departmental scheduling needs. Exhibit organizational & computer skills necessary to execute job duties. Demonstrate ability to work effectively with other ancillary departments to provide quality patient care. Demonstrate conscientious effort to utilize time, supplies, & resources in a cost effective manner. Demonstrate ability to operate patient equipment safely in the outpatient setting.

**Reports to :** RN, LPN, Nurse manager / Department Director

**Minimum Qualifications:** knowledge of medical terminology, intermediate computer skills, excellent verbal skills

**Education:** High School Diploma or Equivalency

**Experience:** Clinical experience preferred. Prior experience working with Physicians, Patients and other Clinic personnel. Familiar with medical terminology. Required computer, phone, & organizational skills.

PCMH offers competitive salary and benefits. Benefits are available after 90 days. Eligibility for 401K Plan after 6 months. Please send resume with work experience and references to Human Resources.

Or email: Human Resources



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