

## LOWER UMPQUA HOSPITAL JOB POSTING

<b>Position</b>	<b>Switchboard Operator/Admitting Clerk</b>
<b>Department</b>	Registration
<b>Status</b>	On-Call
<b>Post Date</b>	May 1, 2019
<b>Date Available</b>	May 1, 2019
<b>Close Date</b>	Until filled

Lower Umpqua Hospital seeks an on-call Switchboard Operator/Admitting Clerk

**Essential Duties:**

- Gives information to callers or transfers calls to appropriate offices.
- Required to keep updated on daily campus activities to respond to and provide callers with current campus activity information.
- Admits patients to the hospital, inpatient, outpatient, and emergency room, accurately and completely in a timely manner according to the priorities listed above.
- Complete understanding of emergency situations, i.e., fire, disaster and in-house emergencies.
- Data Entry or special projects as assigned.
- Eligibility verification; medical necessity checking; collection of deposits/payments.
- Working knowledge of all departments and staff, including administrative personnel.
- Deal with all manner of public contact and inquiry.
- Keep work area neat.
- Must work closely with all departments in a helpful and courteous manner.
- Must be able to fill in for the other office employees as needed.
- Must portray a professional image.
- Other duties as assigned by supervisor.

**Qualifications:**

- Hospital admitting experience preferred.
- Ability to multi-task essential, with emphasis on accuracy and productivity. Demonstrate ability to use time wisely.
- Calm, professional demeanor in stressful situations.
- Good verbal communication skills.
- Must have data entry/keyboarding skills-40 WPM.
- Working knowledge of 10-key calculator.

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