



Job Opening

Admission Clerk

Immediate opening for PRN Admission Clerk to work either 7AM-7PM or 7PM-7AM . Require working some weekends and Holidays.

Educational & Experience Requirements

- Minimum high school diploma or GED
- Previous work experience in customer service and general clerical/office procedures.
- Minimal one-year experience in a hospital, medical office/clinic, or insurance company preferred.
- Experience in Admissions/Medical Records field is desired but not required
- Basic knowledge of Health Insurance plans is desired

Computer and Office Skills

- Basic computer and typing skills are required.
- Knowledge of office equipment such as fax machine and copy machine is required.
- Basic knowledge of spreadsheet and word processing software, such as Microsoft Office is also required.

Additional Requirements

- Communication skills are essential in order to greet patients and answer incoming phone calls.
- Must have a professional and friendly attitude.
- Be organized and have the ability to follow directions while multi-tasking in high stress situations.
- Must be detail-oriented to ensure that the correct patient information is being entered.
- Must be professional in appearance because they are representing the hospital.
- Must have dependable transportation.

We offer great salaries, benefits and 401K plans

Email resumes to kfine.bmc@ahmgt.com or fax to (318) 263-9243

Contact Kelsey @ (318) 263-4700