



Roane General Hospital - Full-Time Patient Access Representative

Roane General Hospital in Spencer, WV a 60 bed Critical Access Hospital with 35 SNF/ICF beds, 25 acute care beds, Level IV Trauma Emergency Department, three Rural Health Clinic and walk-in clinic is currently seeking applicants for ***Full-Time Patient Access Representative.***

Qualifications:

Applicant's duties will include registration, collecting/validating/updating the patient's comprehensive data set, answering phones, completing Medicare Secondary Payer screening, and completing insurance verifications. Other duties include identifying managed care issues, appropriately resolving financial counseling issues, and collections. The ideal applicant will need to possess strong interpersonal and customer service skills along with a team-oriented attitude.

Preferred applicants will have a minimum of one year experience in health care patient financial services, healthcare access services or related healthcare experience. Working knowledge of medical terminology and medical/clinical treatment process, along with knowledge of major third party payers and contracts is preferred. A high school diploma or GED is required.

Opportunity:

We offer a competitive salary and an excellent benefit package including: Health, Dental, Vision, Disability, & Life insurance, 401k, and free membership to on-site fitness center.

Submit application/resume to:

Roane General Hospital
Attn: Human Resources Department
200 Hospital Drive
Spencer, WV 25276

employment@rghwv.org
Fax: 304-927-6807
www.roanegeneralhospital.com

"Roane General Hospital is an equal opportunity provider, and employer."

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)

05/24/2021