



## **Clinic Receptionist**

### **Beulah & Hazen Clinic**

Coal Country Community Health Center has an immediate opportunity for a part time/full time Clinic Receptionist, working at the Beulah & Hazen Clinics. Responsibilities include but are not limited to: Greet and direct patients in a friendly and timely manner; Demonstrate respect and understanding of confidentiality for patients and staff; Answer and direct incoming telephone calls appropriately; accurately register and update current patient information in information management system; and Collect co-pays and patient account payments.

Position requires excellent communication skills and computer knowledge. Medical terminology and prior receptionist experience preferred. Flexible scheduling!

To apply send application and letter of application to Coal Country Community Health Centers, Attn. Human Resources, 1312 Hwy 49 N, Beulah, ND 58523. Applications may be downloaded from the company website at [www.coalcountryhealth.com](http://www.coalcountryhealth.com)