

**Appointment Clerk I #2018-46 (BHHC-Stroud)** Maintains an efficient appointment system for all clinics within the Black Hawk Health Center, maintains and updates patient information, verifies and enters third-party resources into the Patient Registration System (PRS) and registers new patients at the Black Hawk Health Center. Serves as receptionist at the Black Hawk Health Center answering the telephone with proper telephone etiquette, transferring telephone calls as needed. Greets patients and visitors, providing information relating to clinic operations and refers patients to the appropriate department and clinic staff as needed. Reviews patient information. Checks patients in using the Patient Scheduling System. Must have at least one (1) year recent office experience preferably in a health care setting. Skill in the practical use of electronic systems to provide general clerical office support. Must be a high school graduate or GED equivalent and have one (1) year of medical office/clerical experience in a health care setting. Excellent oral and written communication skills, good public relations skills, and displays professionalism.