



Grover C. Dils Medical Center has an immediate opening for a Full-time **Clinic Receptionist**

Location: Caliente Medical Clinic

Hours: Up to 40 hours per week. 8:30AM-5:00PM Monday-Friday

Wage: Depending on experience

Benefits:

Medical, vision and dental insurance is provided.
We are a part of the PERS retirement system.
6 paid holidays off with 24 hours of personal time to use.
Accrual of sick and vacation time.
Opportunity to serve your community.

Job Description: Will work with the medical team to schedule patients, perform clerical duties, cash collection and bank deposits and answer telephones.

Job Essentials

Applicant will be answering telephones, admitting patients into an electronic system, verifying patient insurance, and collecting patient payment. This position will be filled with a candidate that is capable and adaptable in duties that are assigned by the clinic manager.

Minimum Qualifications

- Strong interpersonal, communication, and customer service skills.
- Basic computer skills.
- Personal integrity, honesty and positivity.
- Ability to adhere strictly to the confidentiality codes governing patient, clinic and hospital information.
- Extreme versatility required to cope with demands made by patients, phone calls, and doctors
- Self-motivated.
- Ability to concentrate on details.
- Dependability. Attendance is a critical part of the job.

Applications are available on line at www.gcdmc.org, or you may pick up the application in person Monday thru Friday from 8am-4pm in our Human Resources office located in the Administration building in Caliente. **Applications must be complete and submitted to Katherine Lucchesi, HR Director by email: kclucchesi@gcdmc.org, by mail to: P.O. Box 1010 Caliente, NV 89008 or delivered in person.**

Questions regarding the position may be directed to Nikki Carter at 775/726-8051.

Grover C. Dils Medical Center is an Equal Opportunity Employer.