Job Title: ADMITTING CLERK
Job #: 17035000
Location: Lake Isabella
Number of Positions: 1

Description: Seeking candidate with a High School Diploma / GED and (6+) months of admitting experience in healthcare environment. Will be mainly responsible for arranging the admission of patients who will have testing or procedures, and ensuring patient information and co-pays are collected. Must have good customer and interpersonal skills with patients, staff, and the general public. Must be able to effectively communicate in English; both verbal and written, and mid-level computer skills.

Wage: DOE

Experience: 6+ Months

Requirements: See description above

How to Apply: Report in person to:
AJCC – Lake Isabella
6401 Lake Isabella Blvd. – Kat B.

Additional Instructions:

Full job description and requirements can be found on the CalJOBS Website - www.CalJobs.ca.gov CalJOBS # 17035000. Please print a copy.