



Job Description

Growing Orthopedic Hospital

Must be able to pass drug and alcohol screening including medical marijuana. Must be able to pass a background check.

Full-Time Patient Registration

Shift Range 5:00 AM - 5:30 PM Monday-Friday

36 – 40 Hours per week

Directly responsible for registering patients for treatment.

Preparing medical charts/documents for patients.

Perform general clerical duties to include data entry and correspondence.

Job Type: **Full-time**

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee discount
- Free parking
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance