



Position Vacancy Announcement

Posted July 22, 2010

www.apalacheecenter.org/PosAvail.htm

www.apalacheecenter.org/Application.pdf

New Patient Registration Specialist - #2273

Location

Leon County Outpatient, 2634 Capital Circle NE, Tallahassee, FL 32308

Qualifications

- High school diploma or equivalent.
- Two (2) years of full-time clerical experience.
- Prior office experience in a health care facility preferred.

Requirements

- Current and valid driver's license with no more than six (6) points.
- All Apalachee Center, Inc. employees are required to undergo a criminal background check, Department of Motor Vehicles check, employment references check, and drug screening.

Description

- Shift is Monday - Friday, 8:00 a.m. - 5:00 p.m.
- Conducts telephonic screening and registration of persons requesting services.
- Schedules appointments.
- Completes data input and generates reports for managing/monitoring screening, appointment and utilization review activities.
- General office duties.

Benefits

This position is eligible for medical and dental insurances at 79% paid by Apalachee, group life and long-term disability insurances at 100% paid by Apalachee, and profit sharing plan at 100% paid by Apalachee.

Additional benefits available at employee expense are cancer, accident, and short-term disability insurances.

How to Apply

Submit or mail a completed Apalachee Center Employment Application to:

Human Resources Department
2634-J Capital Circle NE
Tallahassee, FL 32308

Faxed and/or copied applications are not accepted. Resumes, CVs, or other supplemental materials are not accepted in place of a completed Employment Application, but may be submitted in addition to a completed application.

Please notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.