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le for greeting incoming patients/

nce information, & obtains patient

ther information. Obtains release of

and accurately prints/assembles chart

Thecks-in patient, notifies applicable

sists in coordinating/ordering medical

from providers outside SHC. Position

proficiency using MS Office and medical

grams, accurate keyboarding, filing, and

ent customer service skills and ability

priorities in a busy office setting are also

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tment Assistant/

) position provides reception and

vities at the Hospitality Desk for all

ts.Requires derical and receptionist

ficiency in MS Office and other hospital-

accurate keyboarding skills (50 wpm). e will be flexible, self-motivated, have

on, communication, interpersonal and

. Hospital receptionist experience, some

y is preferred. Bilingual in English and

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nental Service Tech positions. Positions

xperience in using scrubbing machines,

ig strongly preferred. Ability to perform

lift up to 35 pounds without assistance ve knowledge of chemical guidelines in

cation Program; knowledge of infection

for housekeeping procedures; training

usekeeping methods; & exp operating

ipment. Must be able to stand for long

d have effective verbal/written communi-

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