



Business Office
Patient Access Representative
Jacksboro & Bowie Rural Health Clinics

Responsible for registering all patients in the computer, preparing admitting forms, authorizing insurance, and performing cashiering transactions in collection of accounts. Prepares all necessary documents for various service areas while following HIPAA and health system policies protecting patient privacy.

Must have a high school diploma or equivalent. One (1) year of office or medical clerical experience preferred.