



# JOB ANNOUNCEMENT

**JOB TITLE:** PATIENT REGISTRATION CLERK

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**JOB SUMMARY:**

Performs a variety of customer service and routine administrative tasks to provide for efficient and courteous operations

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**REQUIREMENTS:**

1. Completion of a course of study leading to a high school diploma or equivalent
2. Must have at least one (1) year previous patient registration, scheduling, screening, and customer service experience in a medical office; knowledge of medical terminology required; prior Medicare, AHCCCS, and RPMS experience preferred.

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**Contact:** GRHC Human Resources Department

**Phone:** (520) 562-3321 Ext. 1342 - **Email:** hireme@grhc.org

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