



Full Time Medical Support Assistant

Location: Iowa Tribe of KS & NE Reservation
White Cloud, Kansas

Wage: Competitive and Negotiable

Closing Date: March 13th, 2024

Summary: This position will be answering the phone to schedule appointments and direct incoming calls to the appropriate departments. Register and obtain demographic and insurance information from the patient. Enter and update patient information in the EHR and RPMS system.

Qualifications: Must have a high school diploma/GED

- Must have good phone etiquette
- Must be able to use computer, fax machine, copier, etc.
- Must pass a background check
- Must be reliable
- Must be able to keep things confidential and uphold all principles of confidentiality, patient care, and HIPAA

Other Requirements: Must present a well-groomed, professional appearance and attitude

Status: Full Time – Monday - Friday

How to Apply: Applications can be found at <https://iowatribeofkansasandnebraska.com/jobs>

Mail or drop off applications/resumes to:

White Cloud Health Center, LLC

C/O Brenda Lunsford

3349 B Thrasher Road

White Cloud, KS 66094

- Email - brenda.lunsford@ihs.gov

If you have any questions you may contact me by email or via phone at 785-595-3450 Ext. 4