

Job Opening Health Unit Coordinator

- * Full Time
- * Salary DOE, minimum of 12 months experience
- * Perform clerical duties, work with nursing staff and other health team members.
- * Process forms for admitting, discharging and transferring patients.
- * Answer phones, coordinate patient schedules, entering patient information into the computer, assembling patient charts, etc.
- * Must be a team player and have great customer service skills, customer focused, time management , organized, situational awareness, critical thinking, problem solving skills are required.

Contact HR @ 406-266-3186

For more info or to submit online application, **visit**

www.broadwaterhealthcenter.com



**Broadwater Health Center
Townsend, Montana**

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