



HARDIN COUNTY REGIONAL HEALTH CENTER

## Lifespan Health Center Job Posting

**POSITION:** Patient Services Office Assistant

**REQUISITION:** #1317

**LOCATION:** Adamsville

**Posting Date:** 5/14/26

**Expiration Date:** until filled

**Department:** Patient Services

**Salary Range:** dep. on exp. & education

**Reports To:** Patient Services Manager

**Status:** Non-Exempt

**Position Hours:** Tuesday, Wednesday, Thursday, 8:00am-5:00pm w/required lunch break

**\*\*\*This is a temporary position only with an approximate duration of 90 days\*\*\***

**POSITION SUMMARY:** The Patient Services Office Assistant works as part of the medical office team performing those clerical duties necessary to maintain a healthcare operation. Duties include but are not limited to entering data in EHR, telephone answering, copying, collating reports & documents, filing, gathering and securing confidential information, opening mail and the use of general office equipment.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

1. Provide logistical, clerical, and general support to the office and staff, as needed
2. Ensures confidentiality and provides needed information to leadership as directed.
3. Maintain office records by copying, filing, organizing, archiving documents in both paper and electronic formats.
4. Proficient in the use of general office equipment such as fax, copier, computer.
5. Performs other duties as may be requested to assist in keeping the organization compliant with all applicable standards.
6. Maintains professional conduct in all situations.
7. Anticipates and responds effectively to shifting priorities
8. Provide ownership of ongoing and short-term projects, as requested.

**SPECIFIC DUTIES/RESPONSIBILITIES:**

1. Demonstrate awareness of age specific, cultural and spiritual practices of patients, staff and visitors.
2. Understands the functional status and physical needs of patients, staff and visitors.

**EDUCATION/EXPERIENCE:**

1. High school diploma or equivalent.
2. The ability to work independently and collaboratively.
3. The ability to use general office equipment, including fax machines
4. The ability to communicate effectively in person and on the telephone with other staff, the public, the patients and the medical staff.
5. The capacity to work as part of a multicultural workforce, demonstrating sensitivity and competency in working with individuals and groups of diverse cultural, socioeconomic, and lifestyle backgrounds.
6. Ability to be a strategic thinker; ability to analyze routine administrative procedures to ensure smooth and efficient operation, implementing improvements and submitting recommendations, as necessary

7. Current, valid driver's license and proof of auto insurance

**TO APPLY:**

External Applicants: Please submit a current resume to any of our Lifespan locations.

**EQUAL OPPORTUNITY EMPLOYEER**

*It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.*