



# Digestive Care Center

## Facilitator/Clerk

Digestive Care Center is seeking a **Facilitator/Clerk** who works with direction from the Lead Nurse to organize, maintain, and deliver an efficient patient check in and check out process in the endoscopy center. This position will be for the new Jasper location, which is set to open in Fall 2019.

Both full time and part time positions are available.

### Summary of Duties

The **Facilitator/Clerk** has a detailed understanding of appointment scheduling, patient records and customer service. Assists with admission and recovery of patients. Is responsible for stocking supplies, assistance with procedure room turnaround and terminal room clean. Provides knowledgeable and efficient scheduling and chart preparation for incoming patients in the endoscopy center. Works cooperatively with management, physicians, and staff to provide quality customer service.

### Responsibilities/Duties

- Assists patient with pre and post procedure activities
- Obtains vital signs, performs blood sugar testing and enemas if needed
- Prepares IV supplies
- Completes admission process, including documentation
- Assists patient and family on discharge
- Cleans beds and prepares bay for next procedure
- Stocks linens
- Completes end of day room clean
- Assists with patient call backs

### Qualifications/Skills

- Associates Degree preferred. High school Diploma or equivalent required.
- Minimum 2 years medical office experience preferred.
- BLS Certification required within 6 months of hire, and maintained.
- Endoscopy experience preferred.

To join our dynamic team, please submit your resume today to [HR@dccevv.com](mailto:HR@dccevv.com)