**Registration Manager**

**Evangelical Community Hospital** is a 132 bed, independent, non-denomination hospital located in the picturesque town of Lewisburg, Pennsylvania. The surrounding community features numerous outdoor activities to enjoy along the Appalachian Mountains of northcentral PA, enriching cultural activities at Bucknell University and a vibrant downtown with Victorian charm. We are just a 3-hour drive from New York, Philadelphia, Pittsburgh, and Baltimore.

Quality healthcare to ourcommunityhas been Evangelical Community Hospital’s mission since 1926. We have expanded with the growing needs of our community, providing comprehensive health services with high standards of quality and compassionate care.

We are currently seeking a Registration Manager who will be responsible for managing the patient registration process and supervising patient access staff. This position provides leadership and direction for all processes in Central Registration, various detailed analyses, and special projects. The manager optimizes staff performance through process redesign, policy/procedure implementation, communications, and outcome feedback. The Registration Manager serves as the liaison to other departments to ensure quality service and foster relationships.

Reporting to the Director of Patient Access, responsibilities include but are not limited to

* Responsible for managing Patient Access daily operations and supervising patient access staff
* Responsible for reviewing and correcting errors received from other departments; determine if follow-up with Patient Access staff is required
* Manage quality control and quality improvement activities throughout the department. Perform audits of employee accounts according to schedule.
* Inspire teamwork within the department and model and expect core value behavior. Identify approaches to maintain positive morale and department interactions.
* Generate, analyze and act on a variety of reports or statistical projections.

Associates degree or two-year technical school required. Bachelor’s degree preferred. Six years of experience in a similar environment can be substituted in lieu of a degree. Courses in medical terminology and insurance regulations preferred. Two years of additional experience and managerial experience preferred. Scheduling experience helpful.

If you share our vision for high quality service to our patients, visit our career page at: [www.evanhospital.com/careers/careers](http://www.evanhospital.com/careers/careers) to learn more about this position, the hospital and community and to submit an application online. EOE