

# Modoc Medical Center

## JOB ANNOUNCEMENT

**Final Filing Date:**  
Open Until Filled

**Physical Therapy Aide**  
**Full Time**

**Wage Rate:**  
Dependent On Experience  
\$14.35 - \$17.92/hour

Modoc Medical Center is accepting applications for a Physical Therapy Aide in the Physical Therapy Department. This is a full time position. It includes benefits and reports to the Director of Physical Therapy.

**Duties include (but not limited to):**

- Receives and makes calls in a courteous and professional manner
- Sets up patient appointments, maintains patient records and calendar
- Verifies insurance and obtains authorization for treatment as needed
- Registers patients using hospital software
- Responsible for daily billing
- Generates reports as requested by the Director of Physical Therapy
- Collects co-pays and other monies from patients; follows hospital policies for dealing with money and deposits daily receipts with the Finance Department.
- Inventories and requisitions supplies and equipment
- Assists Physical Therapists to complete daily assignments
- Helps patients prepare for treatments
- Monitors patients under the therapist's direct supervision.
- Preps rooms for patient treatments; cleans rooms and equipment after treatments
- Maintains a good working relationship within the department, other departments and medical staff.
- Willing to accept additional assignments.

**Minimum Qualifications:**

- Demonstrated excellent customer service skills
- Proficient in Microsoft Word and Excel
- Ability to work in a fast paced environment.
- Previous experience in a medical setting preferred
- CPR certification

**Application Process:**

For an application, apply on-line at [www.modocmedicalcenter.org](http://www.modocmedicalcenter.org)

Modoc Medical Center - Human Resource Department  
P.O. Box 190 – Alturas, CA 96101  
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