



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Indian Health Service

Colorado River Service Unit
Peach Springs Health Center

Now Hiring Peach Springs Health Center

Medical Support Assistant, GS-0679-05

Permanent, Full-Time

Open: 09/09/20 to 09/23/2020

Salary: \$35,437 to \$46,071 per year

<https://www.usajobs.gov/GetJob/ViewDetails/578373800>

Duties/Tasks:

Primary responsibility for position is to provide support services for the Outpatient Department:

- Receptionist duties including answering and transferring incoming calls for the Inpatient department, greeting visitors and escorting patients into treatment areas and maintains patient logs.
- Coordinates follow up appointments for patients so they are seen in a timely manner. Assist the unit in the ordering and maintenance of supplies and equipment.
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Benefits:

- Annual and Sick Leave
- Health Benefits

Contact Information:

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