



# Las Clinicas del Norte

---

PO Box 237 • El Rito, NM 87530 • Phone: 575-581-4728 • Fax: 575-581-0030 • E-mail: [HR@lcdn.org](mailto:HR@lcdn.org)

---

## **Cashier/Receptionist**

Las Clinicas Del Norte is accepting applications for **Cashier/Receptionist**. Cashier Receptionist, is responsible for ensuring the financial viability of Las Clinicas Del Norte by collecting payments, ensuring the accuracy of patient billing information, initiating billing activities, and assisting in scheduling patients; is also responsible for projecting a positive first impression of the organization, by communicating effectively with the general public and co-workers as well as greeting all customers in a courteous and professional manner.

**For additional information contact: Debbie Manzanares, HR Director**  
**Phone: 575-581-4728 or Email: [HR@lcdn.org](mailto:HR@lcdn.org)**  
**Fax: 575-581-0030**

*Las Clinicas Del Norte is an Equal Employment Opportunity Employer*