

LINCOLN TRAIL DISTRICT HEALTH DEPARTMENT
JOB POSTING

NOVEMBER 22, 2016

**Senior Support Services Associate I-Clerk
Marion County Health Center**

Status: Full-time non-exempt merit system position
Classification: 2905-Senior Support Services Associate I- Clinic
Grade 10
Starting Pay Rate: \$10.10
Reports to: Support Services Supervisor
Location: Marion County Health Center

Primary duties include, but are not limited to:

- Has responsibility for registering patients for various services and programs provided by the local health department
- Establishes a medical record by compiling all of the necessary forms for registering patients
- Interviews the patient to obtain pertinent non-medical information used for identification and income status according to the agency and program policy
- Schedule initial and follow up appointments
- Collects fees for services rendered
- Answer multi line phone system
- Route/redirect patient to appropriate staff person
- Prepare routine letters, labels and other appropriate material
- Review appropriate reporting sheet (Patient Encounter Form) (PEF) of services provided to ensure completeness and accuracy.
- Generate and/or issue Women Infant and Children (WIC) vouchers
- Collect, record and enter fees obtained from patients into statewide network

Qualifications:

- Ability to use electronic office equipment and computers
- Ability to maintain alphabetical, numerical and subjective filing systems.
- Ability to learn assigned tasks readily, to prescribe to departmental routine and follow moderate to difficult written/verbal instructions.
- Ability to work as a team member in a team atmosphere.

Education:

High School Diploma or GED

Experience:

None

Special Requirements:

The entry level incumbent would participate in on the job training programs to become knowledgeable regarding the Patient and Community Health Services Reporting and Billing Procedure (PERS)

Additional Requirements: Applicants and employees in this class may be required to submit to a drug screening and background check according to the agency's policies.

To Apply:

If you are interested in applying for the position please complete an application by 4:30 pm EST on December 9, 2016. No phone calls please. Selection will be made by interview(s), and/or review of submitted documentation. Criminal background, licensure check, and drug screening will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Lincoln Trail District Health Department
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fax: 270-765-7274
web: <http://Ltdhd.Ky.Gov>
Equal Opportunity Employer M/F/V/D/H
PLEASE POST
Through December 9, 2016