The Marshall County Health Department is hiring a full-time **Senior Support Services Associate II – Grade 11**

**Scope of Work:**

 Registering clients for various services and programs. Establishing a medical record by compiling all the necessary forms for registering clients, interviewing the client to obtain pertinent non-medical information used for identification and income status according to agency and program policy, make follow up appointments, and collecting a fee for the services rendered. Assemble complete medical records, interview clients to ensure completeness and accuracy of demographic information required for various services and programs, route/direct client to appropriate staff person, maintain client medical records and files, collect and record fees obtained from clients, prepare routine letters, labels and other appropriate material, answer multi-line phone system, schedule initial and follow-up appointments, review appropriate reporting sheet (Patient Encounter Forms) of services provided to ensure completeness and accuracy, enter information from the PEF into statewide network, generate and/or issue Women Infant and Children (WIC) vouchers, request routine reports available from the PSRS, inventory and order office supplies, and maintain auto dialer according to agency and client requirements. Participate in Electronic Health Record training and implementation

**Minimum qualifications:** High school diploma/GED. Two years of professional business or public administrative experience in a medical, hospital, or administrative office environment using electronic office equipment and professional software. One of the two-year’s experience must be in medical coding and billing, accounting, or bookkeeping. Additional education (college, vocational school, etc...) in business education or a medically related field may substitute for the required experience on a year for year basis

**Starting Salary**: $12.08 per hour minimum to $14.89 per hour. Pay will be within this range dependent upon previous relevant job experience. 37.5 hours per week.

**Benefits:** Health and life insurance, sick and vacation, dental, 12 paid holidays, and retirement plan. Employee will be eligible for 5% pay increase upon completion of 6-month probationary period.

**How to Apply**

Completed online application with transcripts must be received no later than October 29, 2021. Applications will only be accepted online at: <https://kog.chfs.ky.gov/HOME>

Once on the Kentucky Online Gateway (KOG) screen, you must create an account to apply for open positions.

\*Instructions (if needed) for completing the online Kentucky Career Opportunity System application is available on our webpage at www.marshallcohealthdepartment.com. Click the We are hiring link and open the Career Opportunity Application System Manual.

Call 270-252-2700 or email bpitts@mcphd.org if you have any questions.

**Resume will not substitute for completed application**.

\*Applicants and employees in this classification may be required to submit to a drug screening
 test and background check.

\*Equal Opportunity Employer.