

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

JUNE 28, 2018

DIVISION SECRETARY [Code: DSCS1]

The Northern Kentucky Health Department is accepting applications for a Division Secretary to provide support services for the Clinical Services Management team, including medical billing. This position is based at our District office in Florence, KY but will frequently travel within our four-county district.

Status: Full-time non-exempt (paid hourly salary) merit system position
Classification: Division Secretary
Band: 4
Pay Rate: \$14.27 - \$19.26/hour (based on similar experience)
Reports to: Director of Clinical Services

Essential Functions include, but are not limited to:

1. **Prepares a variety of drafts of correspondence, reports, and forms on behalf of director or other division managers.** (Routinely prepares minutes from committee and other internal meetings as assigned. Prepares draft memos, letters, and other communications as directed by supervisor. Creates and maintains forms needed by division program(s). Assists billing unit with medical billing by: Processing self-pay, third party insurance and Medicaid Managed Care billing; Billing claims; Submitting electronic claims to Managed Care Organization (MCO) and third party insurance; Reconciling assigned MCO and third party insurance payments, denials, and adjustments; Re-billing MCO and third party insurance claims when justified; Maintaining data in database(s); and Completing assigned adjustments and write-off to patient accounts.)
2. **Coordinates meetings/functions assigned by the director or other division managers.** (Maintains assigned calendar(s). Notifies attendees of upcoming meetings and accepts RSVPs. Ensures that meeting room is set up for meetings. Procures supplies for meetings. Assists with special event planning for Clinical Services.)
3. **Establishes and maintains filing and database system for division.** (Sets up new filing systems and/or maintains existing filing system(s). Scans records for electronic files. Moves paper records to appropriate folders. Purges and destroys records no longer needed. Makes notations on records. Creates databases and updates data for assigned programs in database(s). Pulls and presents data and information for Director as requested.)
4. **Communicates on behalf of director or other division managers.** (Makes phone calls or sends e-mails or written correspondence from general direction as assigned. Prepares purchase orders for division professionals.)
5. **Ensures that supplies and equipment routinely used by division is ready for use.** (Inventories, orders and maintains office supplies routinely used by division. Orders non-routine office supplies and equipment needed by division. Performs simple maintenance and troubleshooting on office equipment. Arranges service for complex maintenance and troubleshooting on office equipment. Maintains program supplies.)
6. **Ensures that routine office functions specific to division are performed to standard.** (Assembles packets and other materials used by division program(s) or for meetings from new or existing materials. Handles mail. Ensures routing and delivery of items. Handles assigned cash for division.)
7. **Performs receptionist duties.** (Answers phones, greets visitors, forwards calls, answers non-technical questions from callers; and ensures safety items are brought to a shelter or evacuation gathering.)
8. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
9. **Performs other duties.** (Attends work as scheduled or use approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned duties.)

Minimum Pre-Hire Qualifications:

A valid, active driver's license, reliable transportation and either of the following is required prior to appointment date:

- High school diploma plus 2 years of full-time directly related work experience.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Minimum Post-Hire Qualifications:

Must complete job-specific training as assigned.

Desired Qualifications:

Same as above plus prior experience with medical billing and MS Office.

To Apply:

Apply through CareerBuilder ONLY (www.careerbuilder.com).

Paper applications, faxed applications, and e-mailed applications will be discarded without consideration.

For immediate consideration apply by 7/9/2018.

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code DSCS1 on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), testing, and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Applicant will be required to demonstrate skills. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – DSCS1

web: WWW.NKYHEALTH.ORG

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