

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

MARCH 20, 2023

OFFICE CLERK [Code: SSCL]

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Clinical Services Division is accepting applications for a full-time Office Clerk to work in an office setting providing support for the billing and coding unit of the Clinical Services Division, performing receptionist duties for the District Office, and performing related duties as required. This position will be based at our District Office currently located at 8001 Veterans Memorial Drive in Florence, KY. We could be waiting for YOU!

Status: Full-time (40 hours/week) non-exempt (hourly pay) merit system position
Classification: Office Clerk
Band: 3
Starting Pay Rate: \$17.00/Hour to \$20.48/ Hour (based on your years of directly related paid experience)
Reports to: Support Services Supervisor

Essential Functions include, but are not limited to:

1. **Performs support services for assigned program(s).** (Coordinates self-pay, third party insurance and Medicaid Managed Care Organization (MCO) medical billing. Submits electronic claims. Reconciles payments, denials, and adjustments. Prepares claims for re-billing, write-offs, adjustments and appeals. Re-bills and/or appeals when justified. Documents and audits tickler file on denied claims re-billed. Completes write-offs and adjustments to client accounts. Investigates and reconciles payments, denials, and adjusted claims. Supports program staff. Checks and prints Medical Cards for Nutrition Services staff. Troubleshoots problems in portal for Nutrition Services staff as needed.)
2. **Prepares a variety of drafts of correspondence, reports, and forms on behalf of supervisor or others in division.** (Prepares draft memos, letters, and other communications from templates. Updates forms needed by assigned program(s). Prepares simple or routine and non-routine reports. Takes and prepares minutes for staff meetings Processes invoices for payment.)
3. **Coordinates meetings/functions/events assigned by supervisor or others in division.** (Maintains assigned calendar(s). Schedules appointments as needed.)
4. **Establishes and maintains filing system and/or database.** (Maintains existing filing system(s). Scans records for electronic files and/or reports. Moves paper records to appropriate folders. Purges and destroys records no longer needed. Makes notations on records. Enters data into databases included but not limited to Master Index, Patient Encounter Forms (PEFs), breastfeeding follow-up. Downloads billing reports as requested.)
5. **Communicates on behalf of supervisor or others in division.** (Makes phone calls or sends e-mails or written correspondence from specific direction/script/template as assigned.)
6. **Ensures that supplies and equipment routinely used by individual(s) is ready for use.** (In absence of Division Secretary: Inventories, orders and maintains office supplies routinely used by individual(s). Orders non-routine office supplies and equipment needed by individual(s). Performs simple maintenance and troubleshooting on office equipment.)
7. **Ensures that routine office functions specific to division are performed to standard.** (Assembles charts, packets and other materials used by program(s) or for meetings from existing materials according to sample. Handles mail. Ensures routing and delivery of items. Handles assigned cash for division. Acts as back-up to Division Secretary as needed or assigned.)
8. **Performs receptionist duties.** (Answers phones. Greets visitors. Forwards calls. Answers non-technical and/or program-specific questions from callers.)
9. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
10. **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Serves on internal committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned duties.)

Qualifications:

A valid, active driver's license, reliable transportation and one of the following is required:

- High school diploma or the equivalent.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Preferred: Same as above plus experience in a medical or clinical setting

To Apply:

Please submit applications through CareerBuilder ONLY (www.careerbuilder.com).

We're sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.

For immediate consideration apply by 3/28/2023.

If you'd like to wait, we'll accept your application as long as the position is posted on CareerBuilder.

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

Northern Kentucky Health Department Human Resources – SSCL

Please visit our website at www.nkyhealth.org to

view other opportunities to join our family.

EEO/M/F/Vets/Disabled/LGBTQ+