



Job Posting

Date:	August 14, 2023
Job Title / Job Class:	Secretary for Nursing / Secretary I or II
Status:	Full-Time, Classified, Hourly, Non-Exempt
Hours:	37.50 hours per week, Monday – Friday, with occasional evenings and weekends
Pay Range:	Secretary I \$14.70 - \$19.17 per hour / Secretary II \$17.13 - \$22.24 per hour, based on experience

Job Responsibilities: Serve as the clerk during clinics. Review scheduled appointments for completeness; complete insurance inquiries; and print paperwork. Greet, announce, and check-in patients; verify, update, and maintain patient information; and coordinate paperwork. Perform prescription eligibility checks, collect and process fees/payments and issue receipts, and accurately document and enter client data. Schedule appointments and make reminder calls. Answer general inquiries and review policies with patients. Assist with creating patient documentation; enrolling patients in financial assistance programs; setting up the clinic schedule; and cleaning exam rooms and equipment. Provide general administrative support to the Nursing division including data entry; typing documents; preparing mass mailings; and copying, scanning, faxing, filing, and collating documents. Receive, screen, reply to, and/or route to the appropriate staff member mail, email, and phone calls. Greet and check-in non-clinic visitors and professionals. Answer general inquiries from patients, the public, and local healthcare providers. Maintain division and agency records and databases. Access, print, and provide immunization records to patients and/or parents. Send medical records to providers upon request; and request medical records from providers. Open and close the Nursing Lobby, lab rooms, exam rooms, and supply room. Assist with the billing for clinic services. Review and receipt outstanding balances; create and mail outstanding balance statements/invoices; post payments and denied claims; and reconcile outstanding balances. Process and review clinic billing receivables, and reconcile payments received and electronic funds transfers. Generate, review, and analyze billing reports and research and resolve problems. Complete prior authorizations and perform insurance eligibility checks. Review insurance denials/rejections and contact insurance agencies to resolve issues. Work with patients and payers to resolve questions related to billing. Ensure billing processes comply with agency and grant policies.

Qualifications: Must be organized, possess strong oral and written communication skills, excellent time management skills, and strong customer service skills. Ability to multitask in a busy setting; perform data entry with a high level of accuracy; and a strong attention to detail are essential. A High School Diploma or equivalent, proficiency using computers and computer software, and ability to quickly learn computer software required. Previous experience answering phones and greeting and assisting patients/visitors essential; with previous experience in a secretarial position preferred. Experience working in health care, public sector, or public health is desired. Must be able to lift, carry, push, and move objects, equipment, files and/or packages weighing up to 25 unassisted and up to 50 pounds with assistance.

To Apply: Preference will be given to internal applicants who apply before the close of business on Friday August 18, 2023.

- Email: Ashley Mitchell, Deputy Director of Administration / HR, ashley.mitchell@uchd.net
- Mail: Union County Health Department, Attn: Ashley Mitchell, 940 London Ave., Suite 1100, Marysville, OH 43040

The Union County Health Department is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, ancestry, sex, veteran or military status, national origin, age, disability, genetic information, or other protected criteria.