

Nursing Clerk

POSITION: Classified, benefits-eligible based on hours

HOURS: 37.5 hours per week, Monday – Friday 7:30 am – 4:00 pm; some weekend and/or evening hours

SALARY: \$14.19-\$24.42 (Commensurate with experience and skills)



OUR TEAM

At Miami County Public Health (MCPH), our mission is to be a proactive partner within the community that works to prevent illness, promote health, and protect those who live, work, and visit Miami County. The Nursing Department fosters an environment of collaboration and growth, and we pride ourselves on working together with the community to support health and wellness. The Nursing Department strives to build a team of individuals with unique perspectives and talents that can add a diversity and depth to the division.

JOB RESPONSIBILITIES:

- Answers phones, schedules, and registers patients for appointments.
- Organizes files and follows policies to maintain client information in a confidential manner.
- Prepares, processes, collects information for patient records, monthly reporting on grant deliverables and billing.
- Checks insurance eligibility for all patients coming to the clinics and works with Job & Family Services and to ensure patients' Medicaid/Insurance needs are met.
- Utilizes Sliding Fee Schedule to determine patient fees, collects payment, prepares receipts, and maintains cash drawer and daily pay-ins.
- Use of standard office equipment such as scanner readers/printers, computers, copiers/printers, and the ability to maintain equipment.
- Use of computer software such as an Electronic Medical Record, Word, Excel, and other data systems.
- Follows established program and grant protocols, guidelines, and program plans
- Participates in accreditation related activities.
- Participates in emergency response as requested. During an emergency situation, you may be required to work beyond normal business hours and in different locations within Miami County.
- Performs other related duties as assigned.
- Communicating effectively- written and oral

QUALIFICATIONS:

- Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.
- Prefer at least one (1) year of experience in an office setting.
- A valid Ohio driver's license and ability to maintain a driving record that meets the insurability requirements of Miami County Public Health's insurance provider.

GROWTH OPPORTUNITIES:

- Networking with the community and other agencies.
- Increase in customer-service and organizational skills.
- Increase in knowledge of the Public Health Sector.

BENEFITS:

- Medical, dental, and vision coverage
- Health Saving Account option
- Health Reimbursement Account
- Agency provided telemedicine for employee and family members
- Wellness Program
- Agency provided life insurance with option of additional coverage
- Paid time off, vacation and sick leave
- 13 paid holidays
- 37.5-hour week
- Ohio Public Employee Retirement System
- Optional Deferred Compensation Program

If you would like to be a part of our team, please submit a cover letter, resume', and application to:

dpropes@miamicountyhealth.net

Application can be downloaded at: <https://www.miamicountyhealth.net/employment-opportunities>

Posted 6/22/2022; Posting Ends: Until Filled

Miami County Public Health is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision, and fulfillment of the five core commitments.