The Franklin County Health Department is accepting applications for a Full-Time Senior Support Services Associate II- Clinical.

**General Duties include:** This position serves under the direction of the Support Services Supervisor. Responsibilities for this position include, but are not limited to; Fully aware of operating policies and procedures of the work unit. Has gained a working knowledge and ability to perform all computer data entry (485’s, visit entry, billing) and PC programs to obtain prior authorizations thru Medicaid/insurance, 3rd party payor guidelines, to pre-bill and final bill all payors for services rendered. Properly code A/R payments and manually post them. Address all remittance and follow thru with resubmissions/corrections. Review Patient Encounter Forms (PEF) for accuracy. Ability to maintain alphabetical, numerical and subject filing systems. Operate and compute amounts using electronic equipment. Working knowledge of reports and proper way to print and supply ordering/billing.

**Minimum Education, Training or Experience:** High School Diploma or GED and two (2) years of professional business or public administrative experience in a medical, hospital or administrative office environment using electronic office equipment and professional software. One (1) of the two (2) years experience must be in medical coding and billing, accounting, or bookkeeping.

**Substitution for Education:** 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:** $10.40-$12.82/hr negotiable with additional experience. Grade 11

**Applications** may be obtained at the Franklin County Health Department, 100 Glenn’s Creek Road, Frankfort, KY 40601, 502-564-4269 ext. 124, www.fchd.org or https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/vacancies.aspx

Completed application and transcript(s) must be returned by close of business **Friday, March 27, 2020** to Becki Casey, Human Resources Manager, at the Franklin County Health Department.

**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.