



## Senior Support Service Associate-Clinic

**Status: Full Time contract with benefits**  
**Reports To: Support Services Supervisor**  
**Pay Rate: \$15.50 per hour**  
**Location: Hardin**

### **Primary duties include, but are not limited to:**

- Responsible for registering patients for various services and programs provided by the local health department
- Establishes a medical record by compiling all of the necessary forms for registering patients
- Interviews the patient to obtain pertinent non-medical information used for identification and income status according to the agency and program policy
- Schedule initial and follow up appointments
- Collects fees for services rendered
- Answer multi line phone system
- Route/redirect patient to appropriate staff person
- Prepare routine letters, labels and other appropriate material
- Review appropriate reporting sheet (Patient Encounter Form) (PEF) of services provided to ensure completeness and accuracy.
- Generate and/or issue Women Infant and Children (WIC) vouchers
- Collect, record and enter fees obtained from patients into statewide network

### **Qualifications:**

- Ability to use electronic office equipment and computers
- Ability to maintain alphabetical, numerical and subjective filing systems.
- Ability to learn assigned tasks readily, to prescribe to departmental routine and follow moderate to difficult written/verbal instructions.
- Ability to work as a team member in a team atmosphere.

### **Education:**

High School Diploma or GED

### **Experience:**

None

### **Special Requirements:**

The entry level incumbent would participate in on-the-job training programs to become knowledgeable regarding the Patient and Community Health Services Reporting and Billing Procedure (PERS).

**Additional Requirements:** Applicants and employees in this class may be required to submit to a drug screening and background check according to the agency's policies.

### **To Apply:**

Please complete an online application at [Careers - Lincoln Trail District Health Department \(ltdhd.org\)](http://Careers - Lincoln Trail District Health Department (ltdhd.org)). Selection will be made by interview(s), and/or review of submitted documentation. Criminal background, licensure check, and drug screening will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

**Lincoln Trail District Health Department, 108 New Glendale Road, Elizabethtown, KY 42701**

[www.ltdhd.org](http://www.ltdhd.org), *Equal Opportunity Employer*