**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Support Services Associate II.**

**General Duties include**: This position serves under the direction of the Support Services Supervisor. Responsibilities for this position include, but are not limited to: Working knowledge and ability to perform all computer data entry 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, to properly code A/R payments and manually post them, to address all remittance and follow thru with resubmissions/corrections. Review PEF (Patient encounter Forms) for accuracy. Ability to maintain filing systems, working knowledge of reports and proper way to print and supply ordering/entry/billing, collect environmental fees, data entry to create and issue permits and certifications and applications, review appropriate reports for completeness and accuracy. Use the Environmental Health Management Information System (EHMIS).

**Minimum Education, Training or Experience:** 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.

**Substitution for Education, Training or Experience**: 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**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen’s account and search LHDCOS (search and apply)** Completed application must be submitted by **(insert date) Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing. Employment may be contingent upon a successful drug screening and background check. Equal Opportunity Employer.

**2) Example of smaller ad to reference website**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Support Services Associate II.**

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

A full listing of qualifications may be obtained at <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit.aspx>. Apply at <https://KOG.CHFS.KY.GOV/HOME>. Create a citizen’s account and search LHDCOS (search and apply). The completed application must be submitted by **(insert date).** **Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing. Employment may be contingent upon a successful drug screening and background check. Equal Opportunity Employer.