

The **Oldham County** Health Department is accepting applications for a **Fulltime Senior Support Services Associate I – 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; Assemble and maintain complete patient medical records and files. Interview patient to ensure completeness and accuracy of demographic information required for various services and programs. Route/direct patient to appropriate staff person. Collect, record and enter fees obtained from patients into statewide network. Prepare routine letters, labels and other appropriate material. Answer multi-line phone system. Schedule initial and follow-up patient appointments. Review appropriate reporting sheet (Patient Encounter Forms) (PEF) of services provided to ensure completeness and accuracy. Generate and/or issue Woman Infant and Children (WIC) vouchers. Request routine reports available from the PSRS, inventory and order office supplies. Maintain auto-dialer according to agency and patient requirements.

Minimum Education, Training or Experience: High School Diploma or GED.

Starting Salary: \$10.10-\$12.41/hr negotiable with additional experience. Grade 10

Apply at <https://KOG.CHFS.KY.GOV/HOME>. Create an account and search LHDCOS (search and apply) Completed application must be submitted by **August 28, 2020**. **Transcripts must be provided before your hire 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.