

POSITION: Clinical Assistant II

POSTING # 6604-0119ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

GRADE: 502, Step A: \$15.71 – Step G: \$18.05 per hour / \$1,256.80 - \$1,444.00 Bi- Weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: January 18, 2019

CLOSING DATE: January 28, 2019

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general supervision from a Nurse Supervisor or Bureau Director – Nursing, performs a variety of clerical and secretarial support duties as needed, of considerable difficulty, requiring some independent judgement. Support duties are to expedite the day-to-day operations provided through various clinical and related nursing programs including, but not limited to: immunizations; tuberculosis; maternal and child health; and the wellness clinic.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepare clinic reports; utilize customized computer applications to document and record services rendered; complete various data entry projects; ensure timely preparation and delivery of reports as required by the department or State of Utah Department of Health.
- Perform general client in-take processes and registration; receive and review client paperwork and documentation; perform initial assessment of client eligibility for services; set appointments and schedules for assigned nursing staff; apprise or remind clients of appointments and exams; prepare and mail monthly reminders; monitor client status and update client lists as needed; purge and archive records; ensure compliance with HIPAA regulations.
- Assist in promoting awareness of nursing services; participate in public general education programs and presentations; attend public events such as the County Fair, health fairs, etc. and staff information booths; assist in delivering power point presentations; distribute brochures and respond to questions regarding clinical and related nursing services; collect donations when appropriate.
- Perform general office clerical and secretarial duties; respond to calls and walk-in public; perform general records maintenance and filing; compose various types of correspondence as assigned.
- Open and close new cases; record immunization histories; enter service codes; track cases; set up or void encounter numbers according to established policies and guidelines.
- Assist with the day-to-day logistical processes for conducting various clinics and scheduled services such as cancer clinics, wellness clinics, STD clinics, CHEC services; set up clinic rooms; assist nursing and medical staff with blood pressure checks and laboratory tests.

- Maintain ongoing working relationships with staff and medical professionals. Ensure compliance with HIPAA regulations. Provide information to patients and the public about activities and resources available through the health department.
- Perform routine account and service audits; assess accuracy of billings; assist preparation of daily report of credit card receipts; prepare daily money bags for in-house and satellite clinics; monitor cash on hand and balance receipts; prepare deposits; run tapes on checks, cash, and credit cards; maintain spreadsheet records; post receipts as appropriate.
- Assess accuracy of billings by working in conjunction with Medical Billing Coordinator and Medical Billing Specialist to review reports and payments from insurance companies.
- Perform cashiering duties for services rendered; enter service codes, update immunization records, identify appropriate charges for services, receive payment for services and issue receipts; perform over-the-counter customer service including processing requests for release of records; may provide reading and interpretation of TB test results.
- Work in satellite clinics as assigned.
- Perform technical data input; organize files and records; prepare reports for supervisor's signature; arrange meetings, prepare agenda and record and distribute minutes; follow up to ensure progression and completion of files/records.
- Proofread documents and data input reports for correctness, clarity, and completeness.
- Fill in for coworkers during their absence or as assigned.
- May provide interpretation and translation services for related county health programs.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of standard office practices

Knowledge of proper grammar, spelling, and punctuation

Skilled in reading, writing, and basic math

Skilled in operating standard office equipment

Skilled in word processing, data entry, and basic spreadsheets

Skilled in using various software programs unique to the Health Department and/or the Nursing Division

Ability to maintain a cooperative working relationship with those contacted during the course of work activities

Ability to communicate effectively verbally and in writing

Ability to understand and follow clear work instructions

Ability to distill relevant and useful elements from vast amounts of information

Ability to effectively multi-task

Ability to understand broad objectives and follow general instructions

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. High school diploma or equivalent.
2. Three (3) years of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who type at a rate of 40 WPM net or above.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged or required to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.