

The Graves County Health Department is accepting applications for a Senior Support Services Associate I

General Duties Include: Responsibilities for this position include, but are not limited to: Clerical duties for various services and programs provided by the local health department. Establishing medical records by compiling all necessary forms for registering patients, interviewing the patient to obtain pertinent non-medical information used for identification and income status according to agency and program policy and collecting fee for services rendered. This position will include communicating with KY Medicaid and private insurance companies to determine coverage. **Experience Preferred.**

Education/Experience: High School Diploma or GED. One year of moderately difficult business or public administrative experience in a medical, hospital or administrative office environment using electronic office equipment and professional software.

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 Procedures (PSRS).

Starting Salary: Salary based on experience. This is a contract position with a full benefit package.

Applications: May be obtained at the Graves County Health Department, 416 Central Avenue, Mayfield KY 42066 or

Or www.gravescountyhealthdepartment.com go to About Us then Human Resources to print application.

Completed application must be turned in by close of business day Tuesday, June 27, 2023 to the Graves County Health Department for full consideration of this position.

Resume will not substitute for completed application. Equal opportunity employer. Applicants and employees in this classification may be required to submit to a drug screening and a background check. Any questions regarding this ad may contact Amanda Duke at 270-247-3553.