

The Franklin County Health Department is accepting applications for a **Full-Time 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

Benefits: Begin accruing Sick and Vacation time immediately after first period (3.5hrs each per pay period = 91 hours per year); 12 paid holidays a year; free \$20k life insurance policy; health insurance through Kentucky Employees Health Plan; participation in Kentucky Public Pensions Authority.

Bilingual/Spanish speaking is desirable.

Apply at <https://chfs.wd12.myworkdayjobs.com/CHFS> . Completed application must be submitted by October 21, 2024. 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.