

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Support Services Associate II	
TITLE CODE: 2921	SERIES: Medical Services Support
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$14.31-\$17.79 GRADE: 11 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Support Services Supervisor	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Has completed the required training and demonstrates capability of performing the responsibilities of the SSSA I position; is fully aware of the operating policies and procedures of the work unit and receives instruction or assistance as new and unusual situations may occur. The employee also demonstrates the ability to solve routine problems that occur.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School Diploma or GED.

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 CLAUSE: See Below

EDUCATION: None

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.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) This employee should have participated in training and is competent in use of the Patient and Community Health Services Reporting and Billing procedures (PSRS) system.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Training would still continue especially in more complex responsibility area such as the billing process, understanding the various programs provided to clients and the relationship and interaction of each.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

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).

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 07/01/06	DATE OF LAST REVISION: 10/3/22
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THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.