<div align="center">**LOCAL HEALTH PERSONNEL JOB DESCRIPTION**</div>

CLASS TITLE: Senior Support Services Associate I-Home Health	

TITLE CODE: 2908	**SERIES:** Medical Services Support

SELECTION METHOD: 100% qualifying	**SALARY: (MIN-MID)** $10.10-$12.41 **GRADE:** 10 **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.

Initiates and maintains home health patient information for the Custom Data Processing (CDP) home health patient information system. Responsibilities include establishing a medical record by compiling all the necessary forms for registering patients, proper recording of pertinent non-medical information used for identification and income status according to agency and program policy and maintains schedules for follow-up appointments. Verifies that financial reimbursement for home health visits is complete according to program protocols.

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: None

SUBSTITUTION CLAUSE: N/A

EDUCATION: N/A

EXPERIENCE: N/A

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) This employee would participate in on the job training programs to become knowledgeable regarding the PPS-CDP home health reporting and billing procedures.

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. None

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.

Assemble complete medical records containing all required forms for use in patient registration and establishing a new medical record, review documentation to ensure completeness and accuracy of demographic information required for various services and enter the demographic information using the Patient Services Reporting System (PSRS) and Outcome and Assessment Information Set (OASIS) systems, Maintains patient medical record, receives and records fees obtained from patients, insurance providers, state or federal agencies as payment for services, prepare routine letters, labels and other appropriate material, answers phone, reviews all data entry for completeness, accuracy and timelines, Inventory and order office supplies and orders medical supplies for patient according to physician orders and pre-authorization for supplies from Medicare/Medicaid/insurance providers.

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: 7/1/06	**DATE OF LAST REVISION:** 11/23/15

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.