

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Medical Secretary

Position to be filled: November 14, 2016

Salary: \$30,060.00 annually

Reports to: Program Supervisor

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Evenings/weekends as needed

Minimum Requirements:

- High School Diploma or equivalent.
- Minimum of one year experience in a medical office or clinic.
- Ability to efficiently multi-task on a daily basis.
- Basic knowledge of medical terminology, insurance billing and coding.
- Proficiency with use of PC hardware and basic software (i.e. Microsoft Office), email, and office equipment (i.e. copier, fax, scanner, telephone, etc.).
- Good customer service, verbal and written communication skills. Good interpersonal relationship skills including cultural sensitivity and competence.

Possession of a valid Ohio Driver's License with ongoing proof of auto insurance at time of appointment.

Responsibilities:

Will include, but not limited to:

- Greets clients via face-to-face, phone, and electronic methods to assess eligibility for CCBH clinic health services.
- Performs client registration including data entry of application and insurance information.
- Schedules clients for services at appropriate clinic location.
- Performs regular audits of databases and physical files to ensure data integrity.
- Performs basic financial transactions with clients including accepting and processing payments and providing receipts.
- Balances receipts and cash drawers in accordance with CCBH fiscal guidelines.
- Assesses and provides prior immunization records to clients when requested and upon receipt of written release.
- Assists with maintenance of clinic supplies and inventory.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.
- Participates as requested or needed in the event of any public health emergency.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: 4:30 p.m. September 12, 2016

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website,
www.ccbh.net. Please attach your resume.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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