



Job Title:	Clerical Support	FLSA:	Non-Exempt
Department/Group:	Administration	Reports To:	Asst. Accounts Receivable Mgr.
Location:	various	Travel Required:	Yes
Position Type:	Part Time		
HR Contact:	Mary Breeze	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Job Description: Assists executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies			
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: mbreeze@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Receptionist – Greet clients/public, answer telephones, reschedule or make appointments. Send all new appointment calls to Intake Coordinator. Verify demographic and financial information upon check in and get copies of all insurance cards at each visit. Update any changes in database. Collect payments and inform patient of any remaining balances, and give receipt of payment to patient. Inform clinical staff of patient arrival. • Medical Records – Scanning all information with accuracy in the EMR and retrieving reports when requested. Other required information such as diagnosis and client data must be entered into database. Must be knowledgeable of the other programs in the office to be of assistance in the event of an absence. • Prescriptions- Prescriptions refills that have been written must be signed for and not given to anyone under the age of 18. Patients that have been approved for our reduced charge program will need their prescriptions stamped at the front desk. • Deposits- Payments will be reconciled between the receipt book and the daily schedule at the end of each day. Money will be tallied and given to Accounts Receivable and the cash drawer will be balanced also at the end of each day. Any discrepancies will need to be addressed immediately. • Other duties as assigned. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • High school graduate. • Experience with office technology, medical office experience preferred. 			
Special Requirements			
<ul style="list-style-type: none"> • Excellent data entry skills • High attention to detail • Interpersonal communication • Occasional travel may be required 			
Reviewed By:	Marketing & Business Development Director	Date:	03/16/2017
Approved By:	Human Resource	Date:	03/16/2017
Employee Signature:			
Last Updated By:	03/16/2017		

