



**COMMUNITY
MEDICAL
CLINIC**



**COMMUNITY
DENTAL**

Pennyroyal Healthcare Services, Inc DBA, Community Medical Clinic & Community Dental
1102 S Virginia Street - Hopkinsville, KY 42240 - 270-632-6741 - 270-632-6742 (Fax)
Dental 1102 S Virginia Street Suite B - Hopkinsville, KY 42240 - 270-632-3088 - 270-632-8212 (Fax)
244 Thompsonville Lane - Oak Grove, KY 42262 - 270-632-6743 - 270-632-6744 (Fax)
1022 W Main Street - P.O. Box 151 - Princeton, KY 42445 - 270-365-0227 - 270-365-2559 (Fax)

Job Title: Records Associate/Receptionist

Department: PHCS

Reports To: Practice Manager

Supervisory Responsibilities: None

Position Summary:

The Records Associate/Receptionist provides clerical, records management, and front-desk support for Community Medical Clinic locations. This role requires flexibility to perform either Medical Records or Receptionist duties as needed, ensuring efficient office operations and high-quality patient service.

Key Responsibilities:

- Perform clerical duties including answering and routing phone calls, processing mail, transcription, typing, filing, copying, retrieving records, and scheduling appointments.
- Act as facility receiving clerk, verifying received goods and processing related paperwork.
- Enter and maintain accurate program data in electronic systems.
- Prepare, copy, and distribute reports to agencies and facilities as required.
- Assist with meeting organization and preparation of program materials.
- Communicate with private payors to verify benefits and obtain pre-authorizations.
- Maintain client EMR/testing charts in accordance with PHCS policies and procedures.
- Collect and process client service fees, maintain cash drawer balances, and prepare deposits.
- Conduct business office interviews with clients as necessary.
- Perform routine computer maintenance, including software-controlled backups.
- Maintain and troubleshoot basic office equipment.
- Monitor and replenish office/building supplies in accordance with PHCS policies.
- Ensure timely delivery of inter-office mail.
- Assist with training of new clerical staff in the above responsibilities as needed.
- Perform other duties as assigned.

Qualifications:

- High school diploma or GED required.
- Proficiency in data entry and computer literacy.
- Experience with word processing, database, and spreadsheet software.
- Two years of related clerical/administrative experience preferred.
- Must pass a criminal background check and sexual offender registry check.
- Documentation of a negative TB skin test within the past 12 months.