



# Community Action Committee of Pike County

## Patient Access Coordinator Piketon

**Position Overview:** Valley View Health Centers (VVHC) is a division of the Community Action Committee of Pike County. This position provides both clinical and administrative support to the providers of VVHC by increasing access to affordable, high quality integrated health care for all.

**Qualifications:**

- High School Diploma or equivalent
- Demonstrated competency in Microsoft Office and Typing.
- One year supervisory and/or management experience.

**Preference:**

- Prior experience with electronic medical records
- Three years' experience as a Patient Services Representative

**Requirements:**

- Current valid driver's license.
- Proof of automobile insurance
- Reliable transportation

### **Deadline: Until Filled**

Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at [www.pikecac.org](http://www.pikecac.org) and at our office in Piketon.

*The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.*

**The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.**

Job Title:	Patient Access Coordinator	Department:	Valley View Health Center
Job Level:	8	Hours:	40 hours weekly as scheduled
Supervisor:	Patient Access Manager	FLSA:	Non-Exempt
Human Resource Director:	_____		Date:_____
Employee Signature:	_____		Date:_____
Employee Printed Name:	_____		
February, 2018			

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**Requirements:**

- Current valid driver's license.
- Proof of automobile insurance
- Insurable under agency insurance policy.
- Reliable transportation.
- Compliance with VVHC's Employee Uniform/Attire

**Physical, Mental and Visual Abilities Required:**

- While performing the duties of this job, the employee is regularly to sit; use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl.
- The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.
- Work requires the ability to exchange information on factual matters, communicate in a variety of manners with patients and staff, and explain policies of the centers.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Essential Job Functions:**

- Works 40 hours clerically/administratively, as site coordinator, in the patient access department of VVHC.
- May supervise 1-5 employees.
- Will be responsible for managing assigned VVHC site under the direction of the Patient Access Manager.
- Responsible for allocating resources within the Patient Access Department to ensure efficient patient flow, scheduling and communication with all department/services at the site.
- Responsible for ensuring all patients have access to insurance enrollment and program information necessary to cover provided services as stipulated in our Mission.
- Responsible for confirming third party coverage through payer verification, authorization and referrals.
- Responsible for ensuring all patient information is accurately entered within the practice management system.

- Responsible for auditing all registration activity at the assigned site. Including but limited to; slide scale application, proof of income verification, payer selection, and billing alerts.
- Responsible for accurate daily balancing of cash drawers and deposits and monitoring/reporting department cash flow.
- Responsible for providing direction to employees for daily activities.
- Responsible for maintain discipline and morale, assuring individual compliance with policies and ensure staff meets minimum expectations based on job description.
- Responsible for evaluating/documenting individual employee(s) job performance, whom they supervise. Must meet with the employee in person and document; assigned working hours, one on one monthly meeting, preliminary 3 month instructional period evaluation, 180 day end of instructional period evaluation, and annual evaluation.
- Responsible for delegating tasks/authority to appropriate personnel to ensure commitments are met.
- Responsible for ensuring employees are properly trained for the tasks that are assigned.
- Responsible for enabling educational and organizational growth opportunities for staff that continually exceed expectation.
- Maintain good oral and written communication, with strong language, grammar, computer literacy.
- Maintain/operate PC, laser-jet printers, modem, facsimile machine, and computerized voice mail system, and common office machines at the assigned site.
- Strong knowledge of Windows, MC Office (Word, Excel, PowerPoint), Medical Billing Software.
- Must travel as required to attend meetings and seminars.
- Possess the ability to establish and maintain professional working relationships with all levels of staff, clients, and the public.
- Ability to independently at the assigned site with minimal/no supervision.
- Ability to understand and follow verbal and written communication.
- Willingness to be part of a team-unit and cooperate in the accomplishment of departmental goals and objectives.
- Accomplish projects as a team member, team leader or individual as assigned.
- Perform other duties as may be assigned.

**Non-Essential Job Functions:**

- Committee assignments.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.