



Community Action Committee of Pike County

Patient Access Coordinator Representative

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.

Preference:

- Prior experience with electronic medical records

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 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 Representative	Department:	Valley View Health Center
Job Level:	6	Hours:	40 Hours Weekly
Supervisor:	Patient Access Coordinator	FLSA:	Non-Exempt
Human Resources Director's Signature _____		Date: _____	
Employee Signature: _____		Date: _____	
Employee Printed Name: _____			
		November 2017	

Position Overview:

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Qualifications:

- High School Diploma or equivalent
- Demonstrated competency in Microsoft Office and Typing.

Preference:

- Prior experience with electronic medical records.

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 a Patient Access Representative, within the patient access department of VVHC.
- Will be responsible for managing assigned duties under the direction of the Patient Access Coordinator.
- 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.
- Understands that assigned supervisor will perform daily audits of all registration activity. IE. 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 maintaining self-discipline and morale, assuring individual compliance with

- policies.
- Maintain good oral and written communication, with strong language, grammar, computer literacy.
 - Must be able to operate PC, laser-jet printers, modem, facsimile machine, and computerized voice mail system, and common office machines at the assigned site.
 - 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 work 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 (Event, Safety, etc.)

Other Skills/Abilities/Documentation:

- Knowledge of Community Action Programs

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.