**Part-time Clerical Office Position**

Richland County Health Office (RCHO) is seeking a part-time administrative support professional with the skills to adapt, learn and grow in our busy office. This person will work collaboratively in an office with four others to ensure smooth operation of RCHO. The front deskposition helps manage patient visits and inquiries, as well as assists with administrative tasks as requested by other staff. Duties include but are not limited to:

**Job Responsibilities:**

Understand and maintain Health Insurance Portability and Accountability Act (HIPAA) regulations.

Greeting patients professionally both in person and via telephone. Taking clear and precise messages while answering phones and scheduling electronic appointments.

Notify providers of patient arrivals.

Make copies & file papers.

Accurately maintain & prepare charts for patient records.

Assisting patients with completing forms and documentation.

Check patient eligibility for insurance verification.

Responsible for following up with missed appointments.

Make weekly reminder calls for patient appointments.

Must be able to carry, bend, push/pull or reach equipment and supplies able to lift/carry no more than 50lbs. Long periods of sitting or standing for one or more hours.

**Skills and Attributes:**

Efficient and able to work under pressure.

Availability to multitask and maintain organization in a busy environment.

Attention to detail with the ability to proofread, spell check and format to office standards.

Confident telephone manner with excellent communication skills

Ability to react calmly and confidently when faced with confrontational inquiries.

Requires critical thinking and decisive judgment.

Good working knowledge with Microsoft Office applications.

Ability to proficiently use a multi-line telephone system, computer, copier, and fax machine.

---- Please send resumes to Richland County Health Office 501 S. Whittle Ave. Olney, IL 62450.