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**SCIOTO COUNTY HEALTH DEPARTMENT**

Job Description

# GENERAL INFORMATION:

**Employee: Job Title: Deputy Registrar/Billing Clerk**

|  |  |
| --- | --- |
| **Department** | Scioto County Health Department |
| **Work Hours** | 8:30 A.M. to 4:30 P.M. (One Hour Lunch Period) |
| **Department Days** | Monday through Friday (total of 40 hours per week) |
| **Immediate Supervisor** | Health Commissioner |
| **Date of Hire** |  |
| **Motor Vehicle License** | Ohio Bureau of Motor Vehicles |

# JOB DUTIES:

***Deputy Registrar:***

* Deputy Registrar of Vital Statistics, District #7300
* Records births and deaths in Scioto County. Copies remain in department, originals mailed weekly to the Ohio Department of Health.
* Issues burial permits, certified copies of birth and death certificates using EDRS.
* Provides genealogy searches for requested records.
* Serves as receptionist, screening calls and identifying callers. Transfers calls to in-office personnel.
* Dates incoming mail and delivers to staff. Prepares and dispatches outgoing mail.
* Types forms, reports, letters and etc. for the County Health Commissioner.
* Attends state and local education meetings and watches educational webinars.
* Assist with annual flu clinics
* Ensure office areas are kept clean.

***Billing Clerk:***

* Enters client’s demographic, insurance and immunization information into HDIS, electronic record.
* Enters vaccine information: NDC #, lot #, amount and expiration date into HDIS vaccine inventory.
* Check eligibility and benefits verification
* Performs and maintains provider credentialing necessary with each insurance plan.
* Preparing, reviewing and transmitting claims using electronic billing system.
* Prepares appeal letters to insurance carriers when not in agreement with the claim denial.
* Checks insurance payments for accuracy and compliance with contract.
* Reviews and makes corrections to rejected claims and resubmits to payers.
* Enters payments and date received in clients electronic record.
* Develop and maintain a tracking system of incoming and late payments.
* Knowledge of CPT and ICD-10 codes.
* Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations.

# COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA’s):

1. **Public Health Tier: 1 – Frontline employee**

Tier 1 competencies are applied to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support.

# Organizational Competencies

All Scioto County Health Department employees are expected to work to protect the residents of Scioto County from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all Scioto County Health Department employees are expected to meet specified competencies in the following areas: Analytical/ Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimension of Practice Skills, Financial Planning and Management, and Leadership and Systems Thinking Skills. Together, the staff chose 14 organizational competencies from among the Tier 1 competencies that were ranked as most important to their work at the health department. These 14 competencies are listed below:

* **Role During Emergency** - Demonstrate knowledge of one’s expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015]
* **Use IT** - Use information technology in accessing, collecting, analyzing, using, maintaining, and disseminating date and information [1A4, 1B4, 1C4]
* **Describe Strategic Priorities** - Describe agency’s strategic priorities, mission, and vision [PHWINS 2017] Work Exceeds Standards Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018]
* **Recommend Solutions** - Identify problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome [NIH, retrieved 2018]
* **Deliver Culturally Appropriate Service** - Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017]
* **Describe Diversity** - Describe the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) [4A1, 4B1, 4C1]
* **Address Diversity** -Address the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community [4A5]
* **Collaborate with Partners** - Collaborate with community partners to improve health in a community (e.g., participate in committees, share data and information, connect people to resources) [5A5]
* **Improve Programs** - Provide input for developing, implementing, evaluating, and improving policies, programs, and services [5A7]
* **Motivate Colleagues** - Motivate colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) [7A11, 7B13, 7C13]
* **Use Performance Management** - Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation) [7A14, 7B16, 7C16]
* **Incorporate Ethical Standards** - Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1]
* **Professional Development Participation** - Participate in professional development opportunities [8A7]
* **Maintain Performance** - Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018]

# Job Specific Competencies - Tier 1 employees:

Descriptions of each competency can be found at:

# http://www.phf.org/resourcestools/pages/core\_public\_health\_competencies.aspx

* + Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4, 1A5, 1A7, 1A8, 1A9, 1A10, 1A11, 1A12)
  + Policy Development/Program Planning Skills (2A2, 2A3, 2A4, 2A6, 2A8, 2A10, 2A11)
  + Communication Skills (3A2, 3A3,3A4, 3A5)
  + Cultural Competency Skills (4A3, 4A4, 4A6, 4A7)
  + Community Dimensions of Practice Skills (5A1, 5A2, 5A4, 5A5, 5A7, 5A8, 5A9)
  + Public Health Sciences Skills (6A2, 6A3, 6A5, 6A6, 6A7, 6A8, 6A9)
  + Financial Planning and Management Skills (7A2, 7A3, 7A6, 7A7, 7A9, 7A10, 7A11, 7A12, 7A13, 7A14)
  + Leadership and Systems Thinking Skills (8A1, 8A2, 8A3, 8A4, 8A6, 8A7, 8A9)

Employee –

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Health Commissioner – Michael E. Martin, M.D.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_