

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	September 1, 2022	<b>Posting Ends</b>	September 28, 2022
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<b>Position Title</b>	<b>ADMINISTRATIVE SUPPORT SPECIALIST (MEDICAL OFFICE SPECIALIST)</b>
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<b>Department</b>	Health Department	<b>Division</b>	PHS/Patient Support Services
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	619 Ann Ave Kansas City, KS 66101
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**BRIEF JOB DESCRIPTION:** The Unified Government Public Health Department is seeking a full time Administrative Support Specialist; this position will learn and support all unit functions. Will serve as the first line of communication with a diverse patient population and medical professionals. Duties include scheduling appointments, answering phone inquiries, assisting patients with the check-in process and check-out process, verifying insurance eligibility, collection of fees, and release of records. This position will also audit charges, fulfill record release request, and assist with clinical documentation improvement efforts within EMR system. Will provide training to new unit employees and other staff. Incumbent is expected to multitask and adequately solve patient problems while providing quality service and maintaining a positive relationship with patients. Must adhere to all guidelines for patient confidentiality. Collect and compile information in preparing a variety of reports, complete timekeeping of unit staff, and perform other duties of similar nature as needed.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED and three years of experience in area of assignment; or any equivalent combination of education and experience sufficient to successfully perform the essential duties of this position. Associate degree or additional education in health administration is preferred. Strong time management, organizational, critical thinking, and excellent communication skills required with the ability to work under minimal supervision. Monday through Friday with late Thursday evening clinic for 40-hour week. Ability to multi-task in a fast paced, team-oriented environment with dependable punctuality and attendance. Bilingual English/Spanish preferred. Proficient in Microsoft Office suites. Valid Kansas driver's license and reliable transportation is necessary. Proficient in MS Office. Must reside in Wyandotte County or relocate within 12 months of hire.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$16.17-\$20.58/hr.	<b>PI #</b>	6360	<b>Class. Code</b>	0102
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Ext 9/22/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

*The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
EOE**