



Platte County Health Department

Nursing Clerk I

Department: Nursing
FLSA Status: Non-Exempt
Grade/Level: 2
Job Type: Regular
Work Schedule:
Determined by Manager

Job Status: TBD by Manager
Reports To: HR and Finance Manager
Amount of Travel Required:
Positions Supervised: None

POSITION SUMMARY

This position is responsible for all direct support to scheduling, entering charges, receiving payments, and monitoring phone calls for all nursing clinics within the health department.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Greets, Directs and screens clients both in person and via phone.
- Determines eligibility for both Family Healthcare and Walk In Clinic clients.
- Schedules appointments using clinic software.
- Maintains all patient medical records for all clinics.
- Makes reminder calls for Family Healthcare and Public Health Services appointments.
- Determines insurance eligibility using the appropriate on-line provider portals as well as making follow up phone calls to provider reps.

- Prints immunization record requests using the State Immunization software.
- Enters all charges for services via the encounter form, and properly completes/closes the encounter.
- Collects and balances money daily.
- Scans all encounters for Family Healthcare, Walk-In Clinic and WIC to company server for record retention within 48 hours.
- On a daily basis maintains sign-in sheets along with any queries to be made from these sheets.
- Receives water samples, rabies specimens, and other laboratory specimens and maintains a log for all pick-ups by the State Public Health Laboratory's courier service.
- All employees of the Platte County Health Department are required to respond to any declared public health emergency in Platte County, to include but not limited to staffing mass vaccination or prophylaxis sites. All employees must be reachable by phone during a public health emergency and respond in a timely manner to the Platte County Health Department when required.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Communication - Ability to communicate in writing clearly and concisely. Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: MINIMUM REQUIREMENTS: Must possess a high school diploma or General Education Degree (GED).

Experience: MINIMUM REQUIREMENTS: No prior experience necessary.

Computer Skills: Intermediate in MS office suite (Word, Excel, Outlook, PowerPoint), Exposure to EHR programs, preferably Cerner products

Other Requirements: LANGUAGE SKILLS Must be able to write and speak clearly. Language skills should be commensurate with education requirements MATHEMATICAL SKILLS Commensurate with education requirements REASONING ABILITY Must be able to think logically and make appropriate decisions. Must be able

to multi-task and work well with the public.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hours/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hours/day)

Physical Demands

Stand	F	Lift/Carry	10 lbs. or less	O
Walk	F		11-20 lbs.	O
Sit	F		21-50 lbs.	O
Manually Manipulate	F		51-100 lbs.	N
Reach Outward	F		Over 100 lbs.	N
Reach Above Shoulder	O			
Climb	N	Push/Pull	12 lbs. or less	O
Crawl	N		13-25 lbs.	O
Squat or Kneel	O		26-40 lbs.	N
Bend	O		41-100 lbs.	N

Other Physical Requirements

- Ability to wear Personal Protective Equipment (PPE) - Gown, Gloves, Mask, Goggles

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.