



RECEPTIONIST/MEDICAL RECORDS CLERK, THOMAS CO HEALTH DEPT

- 350 South Range, Suite #2, Colby, KS 67701, USA
- Full-Time, Competitive Pay, 40 hours per week, Flexible Schedule

Company Description

Thomas County Health Department provides services to Thomas County and surrounding communities. Some of the services provided include Lab Draws, Family Planning, Immunizations, Foot Care, School Nursing, Physicals, STI Testing, Blood Pressure Screenings, and Worksite Wellness. With collaboration from Citizens Health, we also offer Becoming A Mom® classes for expectant mothers. Our department also manages The Breastfeeding Boutique which is located within our office. The Breastfeeding Boutique is your source for breast pumps, nursing bras, and a variety of breastfeeding products. Our office hours are Monday-Friday 7:00 am – 5:00 pm and closed on national holidays. Thomas County offers excellent benefits including paid employee health and dental insurance, affordable family health insurance, AFLAC benefits, and KPERS retirement. Our vision is to strive together to make Thomas County a healthy place to live, learn, work, and play!

Job Description

- Provide and support daily clerical and administrative tasks such as answering the telephone and handling direction of calls; patient scheduling into electronic health record system, based on type of service, always maintaining patient privacy/confidentiality
- Check patients in/out and update demographics in electronic health record; ensure required documentation is provided to patients such as Privacy Practices, Immunization Vaccine Information Statements, Sliding Fee Scale for Family Planning program, and other forms required for the applicable program; scans documents into electronic health record
- Maintain electronic health record updates, manage received faxes and patient appointment reminders; record minutes for staff meetings

- Collect and process patient payments; handle cash, checks, and credit card payments and complete deposits for courthouse according to financial policy
- Data entry into state database for applicable programs; receives mail and packages, sorts and distributes daily; management of annual inventory; assists staff with media plan
- Turn A Page-Touch A Mind book reporting and ordering; reminder calls and emails for Becoming A Mom program

Qualifications

- High School Diploma; Associate degree preferred
- Experience working with public preferably in a medical office
- Valid Kansas Driver's License is required
- HIPAA compliance required
- Excellent communication, organization, and prioritization skills
- Ability to meet requests of variety of professionals and work in a team environment

Additional Information

Applications may be obtained from our website www.thomascohealth.com or send resume to our office at 350 South Range, Suite #2, Colby, KS 67701. If you have any questions regarding the position, please contact Kendra Glassman at (785) 460-4596 or by email at kglassman@thomascountryks.gov.

Applications/Resumes will be accepted until position is filled.

Thomas County is an Equal Opportunity Employer. All your information will be kept confidential according to EEO guidelines.