



HOWARD COUNTY GOVERNMENT Job Posting

Health Department - Nursing Division

LOCATION: Jeff Stout Government Center
OPEN POSITION: Part-Time Secretary (28 hrs/wk)
DATE POSTED: Thursday, April 12, 2023
DEADLINE TO APPLY: Open Until Filled
POSITION START DATE: TBD

DUTIES:

- Greet visitors, handle inquiries, and direct to the appropriate person
- Answer telephone, take messages, provide information about services, or transfer calls to appropriate individuals
- Perform insurance eligibility verification using a variety of methods including our Electronic Health Record, Availity, and via phone calls
- Prepare for and organize clerical side of immunization clinics.
- Submit medical insurance claims and conduct follow-up inquiries until payment received
- Provide direct services to clients, such as scheduling appointments, providing immunization records,
- Operate office equipment such as fax machines, copiers, and phone systems.
- Perform data entry
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material
- Other duties as assigned by supervisor

To apply for the position, please send Resume to:

James Vest, Administrator

Howard County Health Department

120 East Mulberry Street, Room 203

Kokomo, IN 46901

Fax: 765-456-2417

E-mail: james.vest@howardcountyin.gov

AN EQUAL OPPORTUNITY EMPLOYER