

ASPIRE BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITY SERVICES

JOB ANNOUNCEMENT

Job Title: Clerk 2 - Billing Classified _____ Unclassified <u> X </u>		Unit and Location of Position: Calhoun BH – Arlington, Ga.	
Announcement Begin Date: August 22, 2017		Announcement Deadline: Until filled	Telephone #: (229) 430-4433
Position Number: 00082217S	Pay Grade: 09	Annual Salary: \$ 22,500.00	
GENERAL NATURE OF WORK: Under general supervision, provides clerical support to the billing office to include such task as data entry/maintenance. Ability to communicate orally and written. Completes daily audits on all assigned units. Works directly with licensed staff and management to obtain necessary information to complete credentialing. Operates and maintains office equipment and maintains supplies for assigned area. May receive, screen and direct phone calls and greet/assist internal and external customers.			
QUALIFICATIONS: High school diploma. One or more years' experience in physician and licensed staff credentialing and experience in billing or auditing position in a medical office setting. Functional knowledge of computer and Microsoft Office. Insurance background a plus.			
(X) A fingerprint criminal records investigation required for appointment to position. () Pre-employment drug testing and random alcohol/drug testing required for appointment to position. (X) Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration.			
ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION			
APPLICATION INSTRUCTIONS: Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.			
APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE: PERSONNEL OFFICE ASPIRE BH & DD SERVICES P.O. BOX 1988 ALBANY, GA 31702-1988 FAX (229) 430-1719 For More Information Visit – www.albanycsb.org			
NO PHONE CALLS PLEASE! Due to the volume of applications received, we are unable to provide information on application status. Only applicants selected for an interview will be notified. All qualified applicants will be considered; but may not necessarily receive an interview.			
TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.) (X) This announcement is open to all qualified applicants. (X) This announcement is open to all current Aspire BH & DD Services employees who meet minimum qualifications for the position. They include one year of continuous employment in current position, no disciplinary actions, investigations or incidents.			
ASPIRE BHDD does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations. An applicant who has a disability which requires special accommodation should contact Personnel at (229) 430-4433 for assistance.			
THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.			