

Position Description:

Mental Health Resource Center, a comprehensive mental health center and Joint Commission accredited organization, is seeking **Department Secretary** for our Northside inpatient facility.

The Department Secretary coordinates and performs administrative, financial and clerical duties to support and assist the Vice President – Inpatient and Nursing Services, Crisis Stabilization Units, Emergency Services and the Security Departments.

Some of the responsibilities of the position include but are not limited to:

- Ensures that nurse's station, doctor's office and exam rooms are consistently neat, organized and well supplied.
- Assists with maintaining supplies on the units by completing weekly inventory on each unit for supplies, paper scrubs, and forms and submit orders to purchasing department. Once orders have been received from purchasing department, responsible for placing items in appropriate places on unit.
- Completes the following tasks using the Electronic Health Records System (EHR).
 - a. billing charges
 - b. diagnosis entries
 - c. updates and prints face sheets/ and other forms
 - d. confirms accuracy of billing entries by reviewing reports
- Assists with staffing calls (scheduling staff, canceling staff, contacting agencies).
- Assists with maintaining patient identification camera and equipment by printing photos, troubleshooting.
- Provides office coverage, answers telephone, greets visitors, and assists callers and visitors with requested information in a professional manner.
- Maintains open communication for the staff and administration.
- Distributes timesheets and coordinates distribution of payroll checks.
- Checks mailboxes daily and assists with distribution.
- Completes general filing of related office documents and manages a retrieval system.
- Provides clerical support for making photocopies, redacting, and faxing requested materials as necessary for Inpatient Managers.

Position Requirements:

In order to be considered, candidates must have a High School Diploma or equivalent.

Two years working in a medical or healthcare setting required.

Medical billing experience preferred.

Proficiency in EHR System demonstrated within three months of employment.

Demonstrated proficiency in Microsoft Office Programs, email and the use of the Internet with related insurance web sites.

Ability to type and perform data entry 45 wpm.

Excellent customer service skills are essential and this individual must be able to interact appropriately with internal and external customers, including patients, families, caregivers, community service providers, supervisory staff and other department professionals.

Position Details:

This position is a Full Time Days position: Monday through Friday, 8:00am to 4:30pm.

Full time positions offer a comprehensive benefits package.