



POSITION NUMBER: 4219

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Clerk III
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: High school diploma or equivalent and two years clerical experience.

ESSENTIAL FUNCTIONS: Greets and routes patients and visitors; obtains demographic and insurance information; obtains insurance and medical record release authorizations in accordance with HCFA guidelines and Risk Management policies; utilizes the health network information system for patient registration, scheduling appointments, verifying demographic information and patient inquiries; verifies insurance through individual insurance carrier websites for billing purposes; receives requests from patients for emergency care, records vital information, and presents information to the triage nurse or appropriate physician; answers telephone inquiries and provides basic information regarding physicians, appointments times, directions and billing; verifies referral authorizations for clinical activities; explains insurance coverage and managed care plan requirements and guidelines; provides back-up to other clerical staff which may include collecting patient co-payments or balances due on account; pulls and files medical records for all appointments; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Family Medicine
USA Springhill

OPEN AS OF: August 29, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER