



POSITION NUMBER: 7630

**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. Medical clinic experience preferred.

ESSENTIAL FUNCTIONS: Utilizes specialized software for patient information and registration; schedules appointments; obtains patient demographic and insurance information; confirms insurance through individual insurance carrier websites and documents necessary information for billing purposes; answers telephones and directs calls; greets patients; pulls and files patient charts; sends and receives medical records by fax, mail, and electronically; collects payments, prints receipts and reconciles receipts daily; scans medical records into the Electronic Health Record; maintains office equipment and tracks inventory of supplies; 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: Student Health Center
Main Campus

OPEN AS OF: August 20, 2008
7630

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