Assistant Insurance and Immunization Clerk

Definition of Class
This is a non-supervisory position in which the incumbent’s primary responsibility is to assure that the state law regarding immunizations for the university is met. The incumbent is responsible for reviewing all immunization records for completeness; notifying students who are lacking immunizations; and follow-up until requirement is met. Incumbent is responsible for filing, database entry and maintenance of immunization records. Incumbent assist the Insurance and Immunization Clerk with insurance and filing of claims. Assists as needed at reception desk and reports directly to the Director.

Examples of Work Performed
Processes immunization forms obtained by mail or hand delivery by checking record for proper information, entering information into database, and maintaining copies of the forms. Notifies students when further immunizations are needed. Assures that needed immunizations are received by placing a SHS hold on registration until requirement is met. Sends forms by facsimile or mail when requested by students.

Attends all orientation sessions to assist students whose records are not complete.

Assists the Insurance and Immunization Clerk in filing electronic and paper claims. Enters insurance payments to proper account, records and deposits payments. Remove non-allowed charges from Bursar bill.

Receives and scans student identification card. Enters student information into database for printed superbills. Pulls appropriate student file and checks for accuracy. Prepares new chart if necessary. Prepares charts for visits.

Files lab, x-ray slips, and correspondence in paper records in the correct order, and refiles the chart. Copies records for sending by facsimile or mail when necessary.

Answers in-coming calls on a multi-line phone system. Returns calls when necessary. Locates chart and refers patient to the proper person. Schedules appointments. Contacts patients for scheduling changes when necessary.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares and processes insurance claims and various correspondences. Assists with the deposits for insurance payments.

2. Responsible for data entry and maintenance of immunization medical forms.

3. Assists medical records clerks in signing in patients for appointments and filing information. Processes copies for referral or transfers.
4. Assists in answering multi-line telephone system. Schedules appointments when necessary.

5. Performs secretarial duties to assist other clerical workers within the department.

6. Assists with duties of Staff Assistant as requested.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to sit; talk and hear; walk; stand; reach with hands and arms; stoop, kneel, crouch, or bend. The incumbent occasionally must climb or balance.

**Experience/Educational Requirements:**

**Education:**

Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**

Six (6) months of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.