Insurance and Immunization Clerk

**Definition of Class**
This is a supervisory position in which the incumbent assists in providing medical care through the filing of insurance claims and educates students regarding student insurance. The incumbent maintains and processes all student insurance claims, receives insurance payments, and makes all documentation in Medical Manager and Bursar as appropriate. Supervises the assistant insurance and immunization clerk and assists with maintaining immunization records, medical history forms, and ensures each new international student has a tuberculosis screening and chest x-ray before enrolling in classes. The incumbent reports to the Director of Student Health.

**Examples of Work Performed**
Processes insurance claim forms, immunization medical forms, and is responsible for tuberculosis screening.

Deposits insurance refund checks. Posts payments to student accounts and writes off the non-allowable charges.

Serves in the absence of the staff assistant and assists the staff assistant as needed.

Assists as needed at front desk and on multi-line phone set.

Performs secretarial duties as requested by Director and physicians.

Processes medical forms for summer camps held on campus.

Ensures that students are informed by letter on any needed immunization requirement.

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. Processes paper and electronic insurance claim forms.
2. Performs secretarial duties such as preparing letters, documents, and answering the phone.
3. Assures and assists the Assistant Insurance and Immunization Clerk in processing immunization records and notifies students of lack of immunizations.
**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 20 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; and talk and hear. The incumbent is occasionally required to stand; walk; climb; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

AND

**Experience:**
Three (3) years 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

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