



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: [@PublicHealthDMC](https://www.facebook.com/PublicHealthDMC) • LinkedIn: [@public-health-dayton-&-montgomery-county](https://www.linkedin.com/company/public-health-dayton-&-montgomery-county)

POSITION AVAILABLE

Position: Office Support Specialist I or II
Department: Central Medical Records
Office: Health Services

Posting Date: September 11, 2020
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: **B22/I** \$15.11 - \$19.01 per hour
B25/II \$15.04 - \$20.42 per hour

Minimum Qualifications:

- High school diploma or equivalent and knowledge of Medical Records office practices and procedures.
- Ability to utilize a PC and Electronic Health Record (EHR) knowledge and experience.
- Ability to key at least 35 wpm
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

- Two years of experience working in a Medical Records environment.
- Experience scanning and uploading client files and loose documents.
- Experience with Release of Information processing.
- Medical terminology background
- Excellent customer service skills
- Bilingual

Responsibilities include but not limited to:

- Scans chart and chart documentation into the Electronic Medical Record and OnBase software. Performs quality analysis of scanned documents and corrects errors.
- Purging client records via departmental procedures from internal/external storage per Public Health's retention policy and procedures.
- Handle calls/walk-ins to the Medical Records Department; providing services to staff.
- Assists Medical Records Supervisor with processing medical record release of information.
- Process incoming mail received in the Medical Records Department.
- Chart retrieval; pull requested medical record for internal staff and forwards to the facility.
- Backup the Communicable Disease Clinic as needed; Performing support functions which include greeting and interacting with clients, using an electronic medical records system to perform registration activities which include client intake and checkout; scheduling appointments, answering phone and client's questions.
- Providing office support to outreach clinic sites in the community.
- Participate in required workplace trainings.
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

PHDMC provides a quality, and competitive benefits package to full time employees, including the following:

- Vacation, sick and personal leave Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

How to apply: Complete the application found on our website:

<https://www.phdmc.org/agency-publications/13-phdmc-employment-application-packet/file>

Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

humanresources@phdmc.org
Fax (937) 496-3070

Closing date to Apply: September 25, 2020 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (“BFOQ”).