

# Lookout Mountain Community Services

## Job Announcement

JOB TITLE	POSITION NUMBER
<b>Customer Service Representative-Part Time</b>	
POSTING DATE	DEADLINE DATE
	until filled
POSITION LOCATION	
<b>LMCS Outpatient Clinics</b> <b>Trenton, Summerville, Lafayette, and Fort Oglethorpe</b>	
GENERAL NATURE OF JOB DUTIES	
<p>Checks individuals in/out for appointments and makes follow-up appointment through in-house computer system. Verifies demographics/income/payer source/authorizations/paperwork updates on all consumers presenting for services. Collects payment for services, enters payment on cash sheet and makes receipts. Responsible for cash drawer/balancing/deposits. Answers multi-line telephone and takes messages or transfers calls. Obtains any necessary paperwork/documents from individuals: copies, scans and pulls into the electronic record. Completes Intake Registration on all new and returning individuals coming in for services. Completes tracking sheets and other required spreadsheets as needed. Assists with the processing of RX from LMCS and obtains any paperwork or copays. Completes Release of Information forms and assists medical records specialist in sending appropriate documents and getting required forms processed. Open/Closes building for work day. Primary work hours are 8:15 a.m. to 5:00 p.m. Occasionally, there may be need to stay past 5:00, until all individuals are seen. This will be a Part Time position. No more than 29 hours per week.</p>	
MINIMUM QUALIFICATIONS	
<p>High School diploma or GED. One year experience performing clerical/office duties/tasks of routine difficulty in a medical or other office setting. Computer knowledge and data entry skills are required along with interviewing skills. Good customer services skills, ability to work productively and accurately in a VERY fast paced environment and ability to multi-task and adapt to changing duties/situations daily are required. Experience making deposits for a business, and front desk/receptionist experience. <b>Preference will be given to applicants who have experience in a medical/health office.</b></p> <p><b>Preferred Qualifications:</b> Two years' experience performing clerical/office duties/tasks of routine difficulty in a medical or other office setting. Computer knowledge, data entry skills and spreadsheet skills.</p>	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">           Lookout Mountain Community Services            ATTENTION: Human Resources Department            PO Box 1027            LaFayette, GA 30728            E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>            Telephone: 706-638-5580 x 4114            FAX: 706-638-5445         </p> <p style="text-align: center;"><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Applications/resumes should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS.</p> <p>Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

This position may require pre-employment drug testing  
An Equal Opportunity Employer