



**Public Health**  
Prevent. Promote. Protect.

# Franklin County Health Department



The Franklin County Health Department is accepting applications for a **Full-Time Contract Home Health Medical Purchasing and Intake Specialist.**

**General Duties include:** This position serves under the direction of the Home Health Nurse Administrator. Responsibilities for this position include, but are not limited to; maintain operating policies and procedures of the work unit. Ensure proper documentation for Home Health audits. Ability to maintain alphabetical, numerical and subject filing systems. Operate and maintain electronic records utilizing PC software programs. Working knowledge of reports and proper way to print and inventory and order medical supplies for patients according to physician orders and pre-authorization for supplies from Medicare/Medicaid/insurance providers. Receive, process and assess patient referrals for Home Health program eligibility. Coordinate physician orders and serve as liaison for physician offices and hospitals. Maintain patient medical records including auditing admission and discharge charts. Community outreach and marketing to promote Home Health Agency. General office coverage including screening and routing of incoming calls.

**Minimum Education, Training, Experience and Requirements:** High School Diploma or GED. Medical knowledge/experience preferred. Valid KY driver's license and proof of current of automobile insurance.

**Starting Salary:** \$15.00/hour negotiable with additional experience.

**Benefits:** Sick and vacation time accrual; paid holidays; life insurance; health insurance through Kentucky Employee Health Plan; participation in Kentucky Retirement System.

**Applications** may be obtained at the Franklin County Health Department, 100 Glenns Creek Road, 502-564-4269 ext. 124, [www.fchd.org](http://www.fchd.org) or <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/vacancies.aspx>

Completed application and transcript must be returned by close of business **Friday, January 25<sup>th</sup>, 2019** to Franklin County Health Department Human Resources Manager, Becki Casey ([Becki.Casey@ky.gov](mailto:Becki.Casey@ky.gov)).

**Resume will not substitute for completed application.**

Equal Opportunity Employer

Applicants and employees in this classification may be required to submit to a drug screening test and background check.