



EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 2105 **TITLE: PATIENT SERVICES FINANCIAL TECHNICIAN**
(hr2)

SALARY: \$23.6250-\$28.7125 / Bi-Weekly

DEADLINE: June 27, 2014

POSTED: June 20, 2014

JOB DESCRIPTION:

Laguna Honda Hospital and Rehabilitation Center **Admitting & Eligibility Department** is accepting reassignment applications for **one (1) full-time** position in class 2105 Patient Services Financial Technician. Specifics of each position are:

- One (1) position will be located at Laguna Honda Hospital and Rehabilitation Center at 375 Laguna Honda Boulevard. **SHIFT:** Monday – Friday, 8:00 A.M. – 4:30 P.M.

APPOINTMENT TYPE: Permanent Civil Service. Reassignment Only. Permanent class 2105 Patient Services Financial Technician employees within the Department of Public Health only may apply.

ESSENTIAL DUTIES:

Under general supervision, the Patient Services Finance Technician performs the following essential job functions:

- Provides technical and clerical support to clinical and financial issues for services to ensure complete and accurate changes for services and care provided;
- Demonstrates excellent computer skills and oral communication skills during interactions with staff, patients, family members, and government/private funding sources;
- Utilizes HDX and Cal Meds systems to determine relevant financial and demographic data relative to patients' State and Federal entitlements;
- Maintains admissions log;
- Compiles facility census and balances Admissions, Discharges, and Transfers in Invision and ADL Optimum;
- Schedules Ambulance Services; and
- Performs other related duties as assigned/required.

DESIRED QUALIFICATION(S):

- Ability to enter 1000+ transactions monthly into Invision.
- Ability to multitask Admissions and Eligibility duties from Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).
- Excellent personal computer skills.
- Excellent communications skills and experience in customer service.

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APPLICATION PROCEDURE:

Interested individuals must submit a resume and Reassignment Form to **Kathleen Khaw, LHH – HR, Operations Division, Attn: 2105hr2 Reassignment Request, 375 Laguna Honda Blvd. 1st Floor B1., S.F. CA 94116 or fax (415)759-3365 by June 27, 2014** Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.sfdph.org

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*



Edwin M. Lee
Mayor

Operations Division
(415) 206-5528
FAX (415) 206-5668

REASSIGNMENT APPLICATION

Last Name: First Name:

Current Contact Information:

Phone: Area Code () Email Address:

Street Address:

City: State: Zip:

I am a **current Permanent Civil Service** status employee at the Department of Public Health in

Class No. and Title:

I am currently employed at one of the following locations: (check one):

Laguna Honda Hospital San Francisco General Hospital Central Office Site

I am interested in being reassigned to the position located at:

Laguna Honda Hospital, Admitting & Eligibility Department

Class No. and Title:

as indicated on the Job recruitment posted on: (Date)
(Please attach a copy of the recruitment with your submission of this form.)

Signature: Date:

Return this Reassignment application before the COB deadline of **June 27, 2014** to:

Attn: 2105hr2 Reassignment Request
Human Resource Services, Laguna Honda Hospital
375 Laguna Honda Blvd, San Francisco, CA 94116
Tel: (415) 759-3388 Fax: (415) 759-3365