

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.

Job Flyer [page 2]

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. <u>www.sfdph.org</u>

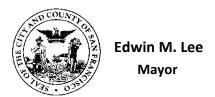
PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS ARE NOT GUARANTEED AN INTERVIEW

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

Final/JT/DHR Pos. No.: 01114639

Job Flyer [page 2] City and County of San Francisco

Department of Public Health



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