

SOUTH TEXAS RURAL HEALTH SERVICES, INC.
JOB DESCRIPTION

JOB DESCRIPTION: Behavioral Health Clerk

SALARY:

FLSA STATUS: Non-Exempt

JOB CONTROL: Administrator of Clinics

JOB SUMMARY

GENERAL RESPONSIBILITY: (Including but not limited to)

1. Screen all telephone calls.
2. Schedule appointments as necessary.
3. Type reports, letters, forms and other documents required.
4. File all daily correspondence, reports and other documents accordingly.
5. Maintain a professional office environment.
6. Provide any other clerical duties and responsibilities necessary
7. Ensure answering machine is on/off daily.
8. Follow Policies, Procedures and directives both verbal and written
9. Available to Prevention, Mental Health and Substance Abuse Providers at all times
10. Prepare Daily Deposits
11. Complete Behavioral Daily Scan Summary
12. Complete all Registrations and Consents Annually.
13. Conduct UA's (drug testing) to clients.

INSURANCES:

1. Verify all insurances.
2. Medicaid online verification required 1st working day of the month for all patients including self-pay clients.
3. Daily Medicaid online verification for all inactive clients for Mental Health and Substance Abuse.
4. Submit Authorization Requests to Insurances as needed.
5. Keep track of authorizations and resubmit Authorization Request form as necessary.

MENTAL HEALTH DEPARTMENT:

1. Create/Update Provider activity on Rosters
2. Keep track of all authorizations provided by Insurances
3. Submit Roster to directed Staff.
4. Schedule appointments
5. Register all client population
6. Complete and file encounters

SUBSTANCE ABUSE DEPARTMENT:

1. Monitor Medicaid Population on Roster for Medicaid Billing
(2 SERVICES ONLY)
 - a. I=INDIVIDUAL SESSIONS
 - b. G=GROUP SESSIONS
2. Medicaid Population- keep track of Insurance Authorizations
3. Register all necessary clients. (Medicaid Population ONLY)
4. Complete Encounters accordingly-Medicaid Population

OTHER:

1. Any other duties determined necessary by the Chief Executive Officer and/or Immediate Supervisor
2. EOC (Environment of Care) Report due every 5th working day of the month.
3. Report all Incident Reports as described on Incident Report.

Minimum Requirements:

1. High School diploma
2. Computer skills and communication skills
3. Bilingual (English/Spanish) preferred
4. Able to travel as required, must have a valid TX Driver's License and Auto Insurance

Employee Signature

Date