

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 4
HOLLYWOOD MENTAL HEALTH CENTER**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Intermediate Typist Clerk

Hollywood Mental Health Center is seeking an Intermediate Typist Clerk who is an enthusiastic team player, works well in a team environment, and is able to prioritize assignments while working independently. The selected candidate will join the support team responsible for business office operations. Candidates with these abilities and with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

Specific duties include (but are not limited to):

- Performs reception duties such as using IBHIS to check in clients with scheduled appointments and coordinating with clinicians to ensure that clients are seen in a timely manner.
- Enters new clients in IBHIS, processes SRL/Admission bundles, and scans documents into IBHIS. Opens episodes and enter prescriptions into IS, as needed.
- Runs IBHIS reports to ensure that all claims by staff are attested and posts claims by due date, alerting supervisor of missing documentation.
- Performs general office duties such as front window coverage, answering and routing telephone calls, responding to inquiries, filing, photocopying, and document scanning.
- Enters and updates data into the Department's various computerized systems.
- Processes medical records requests in compliance with HIPPA guidelines, accepts client payments and disburses bus tokens as requested by staff.
- May work on special assignments and reports under the direction of the Staff Assistant.

Desirable qualifications include:

- Bilingual capacity desirable but not required.
- Strong knowledge of Microsoft office.
- Strong verbal and written communication skills; have the ability to multi-task and organize to meet deadlines.
- Comfortable with working in a fast paced, dynamic environment.
- Ability to work independently and as a team player.
- Ability to learn and follow the clinic's policies and procedures with **respect** and **courtesy**.

If you currently hold the payroll title of Intermediate Typist Clerk, send the following:

- cover letter
- resume
- last two performance evaluations
- last two master timecards

Send by Wednesday, November 18, 2015, to Barbara C. Engleman - bengleman@dmh.lacounty.gov