

**VACANCY ANNOUNCEMENT  
SURRY COUNTY HEALTH & NUTRITION CENTER  
OSSOG IV  
POSITION NUMBER 545-04-718**

**SALARY GRADE:** 59  
**SALARY RANGE:** \$23,316 - \$37,500  
**LOCATION:** Dobson, NC

**Description of Work:** The Surry County Health and Nutrition Center has an immediate opening for a full-time OSSOG IV/Patient Account Representative. The primary purpose of this position is to receive insurance and Medicaid, prepare daily deposits, and to assist in the center's billing process. Duties include resolving problems, handling inquiries, adjusting accounts, pursuing means of billing for various services, making phone contacts with patients and insurance companies.

**Minimum Education and Experience:** Graduation from high school and demonstrated possession of knowledge, skills and abilities listed above and at least two years of clerical/secretarial experience; or an equivalent combination of education and experience. Insurance billing and/or collection experience preferred.

**Application Process:** To apply applicants should contact the Employment Security Commission, 708 S. Main Street, Mount Airy, NC 27030 or call (336) 786-4169 for an application. EOE M/F Surry County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free work place. In house applicants should contact Carol Vanhoy at 401-8446.

**Date Posted:** June 10, 2009  
**Closing Date:** June 18, 2009