



**Public Health**  
Prevent. Promote. Protect.  
Dayton & Montgomery County

## Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://www.phdmc.org)

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

### POSITION AVAILABLE

**Position:** Office Support Specialist I or II

**Department:** Central Medical Records

**Office:** Health Services

**Posting Date:** January 28, 2021

**Hours:** Full-time, M - F 8 am - 4:30 pm

**Starting Salary:** A12/I \$16.72 - \$23.39 per hour  
A13/II \$18.01 - \$25.20 per hour

#### **Minimum Qualifications:**

- High school diploma or equivalent with coursework in keyboarding and knowledge of office practices and procedures utilizing a PC and standard word processing software
- Ability to key at least 35 wpm
- Current valid Ohio driver's license & access to a motor vehicle

#### **Preferred Qualifications:**

- Two years of experience as an Office Support Specialist I
- Medical terminology background
- Excellent customer service skills
- Bilingual

#### **Responsibilities include but not limited to:**

- Scans chart and chart documentation into the Electronic Medical Record and OnBase. Performs quality analysis of scanned documents and corrects errors.
- Chart and file maintenance projects; purging client records via departmental procedures from internal/external storage per Public Health's retention policy and procedures.
- Chart retrieval; pull requested medical record for internal staff.
- Assists Medical Records Supervisor with processing medical record release of information.
- Process incoming mail received in the Medical Records Department.
- Backup the Communicable Disease Clinic as needed; Performing support functions which include greeting and interacting with clients, using an electronic medical records system to perform registration activities which include client intake and checkout; scheduling appointments, answering phone and client's questions.
- Providing office support to outreach clinic sites in the community.
- Participate in required workplace trainings.
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

#### **PHDMC provides a quality, and competitive benefits package to full time employees, including the following:**

- Vacation, sick and personal leave Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

#### **How to apply:** Complete the application found on our website:

<https://www.phdmc.org/agency-publications/13-phdmc-employment-application-packet/file>

Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County  
117 South Main Street, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

Fax (937) 496-3070

**Closing date to Apply:** February 18, 2021 or until position is filled

#### **Position is subject to a criminal background check**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

**PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**