



Community Resource Navigator Gallatin County, KY

Three Rivers District Health Department is looking for a self-motivated, energetic candidate to fill our Community Resource Navigator position in Gallatin County.

This position requires working knowledge and ability to perform all computer data entry and PC programs to obtain prior authorizations thru Medicaid/Insurance, 3rd party payor guidelines. Ability to maintain alphabetical, numerical and subject filing systems as well as answering a multi-line phone system. Must be able to operate and compute amounts using electronic equipment, and have working knowledge of reports and supply ordering. Candidate will interview patients to ensure completeness and accuracy of demographic information required for various services and programs, schedule initial and follow-up appointments. Route/direct patient to appropriate staff person, and maintain patient medical records/files. Collect and record fees obtained for services provided by local health department. Perform other duties as assigned.

Salary: Negotiable, based on education and experience

Education: High School Diploma/GED

Send completed applications to 1005 HWY 22 East, Owenton, KY 40359. Resume welcome but does not replace a completed application. For questions regarding this position please call Sherry Fitzgerald, 502-484-5736. EEOC Criminal Background Required.

Equal Opportunity Employer

Criminal Background Check Required