



Westchester Jewish  
Community Services

**WESTCHESTER JEWISH COMMUNITY SERVICES, INC.**

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## **JOB POSTING**

### **Clinic Secretary/Admitting Specialist**

WJCS is searching for a full-time, 35 hours per week, Clinic Secretary/Admitting Specialist to work in Peekskill, NY.

Under the general supervision of the Office Manager, the Clinic Secretary will provide secretarial services for a program, department or office. Other responsibilities include preparing, organizing and filing patient charts including the processing of intake paperwork for new clients; Performing secretarial and typing services; and arranging appointments and meetings and prepare materials for the meetings.

Under the general supervision of the Admitting Director, the Admitting Specialist will be involved in day to day operations of the Admitting Department. Other responsibilities include processing intakes/referrals and scheduling initial intake appointments for prospective clients and/or agencies that are seeking mental health services at WJCS; verifying/obtaining benefits and pre-certification information from insurance company; and registering insurance and initial pre-certification information for new clients in electronic system.

The ideal candidate must possess a high school or general equivalency diploma and four years of relevant experience, or an Associate's Degree in a relevant area, or graduated from an approved secretarial or business school and two years' experience, or any satisfactory equivalent combination of the foregoing training and experience. Must have strong knowledge of data entry and electronic medical record system (or solid ability to learn and process electronic medical record system); strong knowledge of the mental or health related administrative setting; and strong knowledge of Medicare/Medicaid billing policies including on-line Epace Medicaid eligibility system.

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

If you would like to be considered for the Account Receivable Specialist position please e-mail your resume with cover letter to [mriviera@wjcs.com](mailto:mriviera@wjcs.com).

Our address is 845 N. Broadway, White Plains, NY 10603.

Visit our home on the web at [www.wjcs.com](http://www.wjcs.com). WJCS is an equal opportunity employers.