

**Clinical Assistant**  
**Local Government Health Insurance Board**  
**Job Description**

**JOB INFORMATION**

This is a permanent, full-time position with the Local Government Health Insurance Board, a state agency located in Montgomery, Alabama that administers a group health insurance program covering local government entities throughout the state. This is a support position assisting in all clinical matters related to the administration of the Local Government Health Insurance Plan.

**MINIMUM REQUIREMENT**

- Bachelor's degree from an accredited four-year college or university in Nursing; or
- Associate's degree from an accredited college or university in Nursing and two years of responsible experience in the health care field.

**JOB DUTIES AND RESPONSIBILITIES**

- Assist with clinical activities for the Board
- Assist with LGHIB wellness program
- Assist the utilization management programs administered by LGHIB
- Counsels and advises members regarding health benefit coverage
- Assist with investigating and resolving health insurance claims and/or benefit inquiries
- Provides clinical support to the management team
- Works closely with all third-party administrators and internal staff to assure plans are administered according to state and federal regulations
- Assist with plan designs and network development
- Other related services as directed

**The Local Government Health Insurance Board is an Equal Opportunity Employer.**

**Local Government Insurance Board Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States:

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASCCIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program.

Note: This policy is subject to change.