

**THE COUNTY OF WOOD  
QUITMAN, TEXAS**



**SANDY CABE, IHC ADM. OFFICER  
INDIGENT HEALTH CARE**

P.O. Box 364 \* Quitman, Texas 75783 \* (903) 763-4956 \* fax (903) 763-0435

**JOB POSTING  
WOOD COUNTY, TEXAS**

**Applications accepted December 2, 2025 through December 10, 2025**

**Position: Wood County Indigent Health Care – Part time/ Full time**

**General Description: Filing, answering phone, & general office duties. Interviewing clients for doctor/ hospital assistance and prescription drug assistance. Determining eligibility for such services. Paying medical bills and prescription drugs. Work with Jail Administrator on inmate medical needs and appointments for medical services. Work with Medicare & Medicaid.**

**Minimum Requirements:**

**High School Diploma or GED equivalent  
Knowledge of office functions/management & responsibilities  
At least three years of office experience and working with the public  
Typing skills  
Computer knowledge – Microsoft Outlook/ Word/ Excel  
Must be able to work within time frames & deadlines  
Medical coding – NDC/CPT knowledge (preferred)  
Must be proficient in 10 key  
Medicare/ Medicaid knowledge (helpful)  
Must have valid driver's license**

**HOW TO APPLY:**

**Complete and submit a Wood County Application to Indigent Health Care Office located  
In the Wood County Justice Center 402 S. Stephens St. Quitman, Tx.  
Resumes are preferred and may be attached to the application.  
Application may be picked up or printed from Wood County website-under job listings**

**Salary: Based on qualifications/position**

**Not all applicants will be interviewed.**