

## JOB ANNOUNCEMENT

**POSITION: BILLING AND ELIGIBILITY SPECIALIST - aDDAPT**

Posting# 6357-0515md

### REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents: *Supplemental Questionnaire***
- **A typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

**STARTING SALARY: 22; \$1,210 bi-weekly - \$15.13 per hour plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** April 21, 2015

**CLOSING DATE:** May 5, 2015

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### JOB SUMMARY:

Under general supervision of the Deputy Director-DAPT, performs medical billing work for the Department of Drug and Alcohol Prevention and Treatment.

### DUTIES INCLUDE:

**Oversees** the data entry of client billing information; reviews month end closure reports to identify inaccuracies, duplication, and overlaps in data; audits clients' accounts and contractors' third-party billings.

**Compiles** data and generates invoices and monthly billing statements to clients, insurance companies, Medicare, and Medicaid; receives and reconciles payments against billing reports.

**Maintains** current knowledge on Medicaid eligibility criteria and reimbursement policies and procedures. Works with supervisor to maintain billing data for capitation and regular fee-for-service billings to Medicaid completely and accurately on a monthly basis.

**Follows up** on past due accounts and makes special billing and payment arrangements according to policy; identifies accounts to turn over to collections and prepares associated paperwork.

**Responds** to financial and account questions from companies, clients or county employees; conducts research for office projects and billing/accounting as needed.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** County, Center for Medicare/Medicaid Services (CMS), and insurance regulations, policies, and practices; contract terminology and requirements; bookkeeping and filing procedures.

**Skill in:** operating a 10-key, calculator, and various computer systems and applications with speed and accuracy.

**Ability to:** establish and maintain effective working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; exercise independent judgement in researching and solving problems; conduct fiscal research and promptly respond to clients' questions; train others in billing and other processes; ability to deal with angry patrons with tact and diplomacy

### REQUIREMENTS FOR EMPLOYMENT:

Associate's degree in accounting, bookkeeping, business administration or a related field and two (2) years of accounts payable/receivable work experience that included reconciling complex financial statements. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSURE/CERTIFICATIONS:

Applicant must possess a current valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.