

## JOB ANNOUNCEMENT

### POSITION: MEDICAL BILLING COORDINATOR

Posting# 6610-0516md

May underfill as a Medical Billing Specialist (6611)

### 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: Step 26; \$1,353 bi-weekly - \$16.91 per hour**

**Medical Billing Specialist: Step 22; \$1,234 bi-weekly - \$15.43 per hour**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** May 4, 2016

**CLOSING DATE:** \*Open until filled

**\*All applications received by May 11, 2016** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

*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 Bureau Director-Nursing, performs medical billing and adjudication work for Nursing Division of the Health Department. Performs quality assurance activities, leads, trains and makes presentations to staff.

### DUTIES INCLUDE:

**Develops** training of staff in all aspects of reimbursement which includes: client registration, cashiering, billing and collections. Performs retraining in areas needing remediation along with documenting staff progress for their yearly evaluation.

**Receives** and reconciles payments from insurance companies, private agencies, Medicaid, Medicare, vouchers and individuals against billing reports.

**Compiles** and reviews invoices and monthly billing statements; monitors Medicare, Medicaid, and insurance billing error reports to ensure accuracy and to identify system flaws or training areas.

**Conducts** research to correct payment denials or errors; prepares denied claims for re-billing as appropriate.

**Follows up** on past due accounts; makes special billing and payment arrangements with clients and companies; identifies accounts and prepares files to turn over to collection.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** County Regulations and Services and Center for Medicare/Medicaid Services (CMS); Insurance regulations, policies and practices; Contract terminology and requirements and Bookkeeping and filing procedures.

**Skill in:** Operating a 10-key, calculator, and various computer systems and applications.

**Ability to:** Lead, train and make presentations; Establish and maintain effective working relationships; 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 and Ability to deal with angry patrons with tact and diplomacy.

**REQUIREMENTS FOR EMPLOYMENT:** *Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.*

**MEDICAL BILLING SPECIALIST:** High school diploma or equivalent, and three (3) years in accounting related experience such as billing, account reconciliation, accounts payable/receivable. 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.

**MEDICAL BILLING COORD:** Associate's degree in accounting or a related field and two (2) years of medical coding and billing work experience. 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 valid current 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.

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