

POSITION: MEDICAL BILLING SPECIALIST

POSTING #6611-0219ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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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 Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

GRADE: 505

STARTING SALARY: Step A: \$19.34 – Step G: \$22.25 / \$1,547.20 - \$1,780.00 Bi Weekly

Salary will be determined upon experience and or education

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

OPENING DATE: February 07, 2019

CLOSING DATE: *Open Until Filled

*All applications received by February 21, 2019 will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources 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 the Nursing Bureau Director, performs clerical and bookkeeping duties as needed to ensure the effective and efficient documentation and tracking of departmental fiscal transactions including Medicaid payments, Medicare payments, private insurance payments, vouchers, and payroll.

DUTIES INCLUDE:

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Initiate, receive and accurately enter all payments from insurance companies, private agencies, Medicaid, Medicare, vouchers, and individuals daily.
- Review daily and weekly reports of billing claims to ensure accuracy; locate and correct errors for re-submission of claims.
- Compile and review invoices and monthly billing statements for accuracy; follow up on payment problems and past due billings including collections; update and maintain accounts; and respond to financial and account questions.
- Conduct research for office projects, billing/accounting as needed.

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- Balance cash on hand against receipts; prepare and balance deposits; run tapes on checks and cash; balance daily to CDP reports; and post receipts as appropriate.
- Create and monitor information for electronic insurance book including Medicaid/Medicare information; update insurance company descriptions.
- Serve as a liaison with private agencies to initiate payment processes; communicate with agency representatives to ensure processes are working correctly; update vouchers and other information pertaining to contract payments.
- Provide backup support to clinical operations; perform various clerical functions such as registering clients and receiving payments.
- Answer telephones and assist callers with billing questions and take phone payments; receive, distribute and organize incoming and outgoing correspondence and files.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of department policies, procedures, and standards including information and laws related to medical billing

Skilled in reading, writing, spelling and basic punctuation

Skilled in basic bookkeeping

Skilled in using a 10-key adding machine and in word processing, data entry, and basic spread sheet creation

Ability to communicate effectively both verbally and in writing

Ability to pay attention to details while maintaining accuracy despite frequent interruptions

Ability to respond to billing questions and concerns from the public

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. Associate degree in accounting, bookkeeping, business administration or a related field.
2. Two (2) years of accounting-related experience such as billing, account reconciliation, or accounts payable/receivable.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Must pass a typing test at or above the rate of 40 WPM net.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Preference may be given to individuals with Spanish as a second language.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

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 Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.