

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: BILLING AND ELIGIBILITY SPECIALIST  
CLASS CODE: 6357

FLSA STATUS: NON-EXEMPT  
SUPERVISORY LEVEL: NONE

EFFECTIVE DATE: 5/22/2014 (REPLACES 06/14/2008 VERSION)  
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

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### **JOB SUMMARY**

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

### **ESSENTIAL FUNCTIONS**

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.

Verifies client insurance and third party liability information; maintains record of insurance eligible clients by program.

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.

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

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.

Collects and reconciles cash register monies and ensures deposit to County Treasurer.

Reviews client demographic information and make changes as appropriate to ensure accurate billing.

Generates periodic monthly, quarterly, or annual reports for management review and submission to county, state and federal agencies as required by various statutes, regulations or funding requirements.

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

Establishes and maintains various files and record systems; distributes and organizes incoming and outgoing correspondence and files with regards to billings. Maintains records for clients who request fee reductions, refunds, and bankruptcies.

Provides backup support for various clerical functions.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

**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.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room. Work exposes incumbent to stress associated with regular deadlines and to clients who may be angry, agitated or difficult.

### **EDUCATION AND EXPERIENCE**

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.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

Selected applicants may be subject to a background check.

Selected applicants must pass a typing test at or above the rate of 40 WPM net.

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

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.