



Medical Billing Specialist - DDAPT

Job Description

Department: Department of Drug and Alcohol Prevention and Treatment
Position: Career Service
Grade: 505
Supervisory: No
Reports to: Deputy Director - Finance

Summary

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

Essential Functions

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

1. Oversee data entry of client billing information; review month end closure reports to identify inaccuracies, duplication, and overlaps in data; audit client accounts and contractor third-party billings.
2. Verify client insurance and third-party liability information; maintain record of insurance eligible clients by program.
3. Compile data and generate invoices and monthly billing statements to clients, insurance companies, and Medicaid; receive and reconcile payments against billing reports.
4. Maintain current knowledge on Medicaid eligibility criteria and reimbursement policies and procedures.
5. Work with supervisor to maintain billing data for capitation and regular fee-for-service billings to Medicaid completely and accurately on a monthly basis.
6. Conduct research to correct payment denials or errors and prepare denied claims for re-billing as appropriate.
7. Follow up on past due accounts and make special billing and payment arrangements according to policy; identify accounts to turn over to collections and prepare associated paperwork.
8. Collect and reconcile cash register monies and ensure deposit to County Treasurer.
9. Review client demographic information and make changes as appropriate to ensure accurate billing.
10. Generate 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.

For Office Use Only

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Job Title: Medical Billing Specialist - DDAPT
FLSA: Non-Exempt
Effective Date: 4/5/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

11. Respond to financial and account questions from companies, clients or county employees; conduct research for office projects and billing/accounting as needed.
12. Establish and maintain various files and record systems; distribute and organize incoming and outgoing correspondence and files with regards to billings.
13. Maintain records for clients who request fee reductions, refunds, and bankruptcies.
14. Provide backup support for various clerical functions.

Knowledge, Skills, and Abilities

- Knowledge of County, Center for Medicare / Medicaid Services (CMS), and insurance regulations, policies and practices
- Knowledge of contract terminology and requirements
- Knowledge of bookkeeping and filing procedures
- Skilled in reading, writing, spelling and basic punctuation
- Skilled in using a 10-key adding machine, 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
- Ability to communicate effectively both verbally and in writing
- Ability to exercise independent judgment in researching and solving problems
- Ability to conduct fiscal research and promptly respond to clients' questions
- Ability to train others in billing and other processes
- Ability to deal with angry patrons with tact and diplomacy

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including regular deadlines and contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is

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frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in accounting, bookkeeping, business administration or a related field.
2. Two (2) years of accounts payable/receivable work experience that included reconciling complex financial statements.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

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

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

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Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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