



Medical Billing Specialist - Health

Job Description

Department: Health
Position: Career Service
Grade: 505
Supervisory: No
Reports to: Nursing Bureau Director

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.

Essential Functions

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

1. Receive and accurately enter all payments from insurance companies, private agencies, Medicaid, Medicare, vouchers, and individuals daily.
2. Review daily and weekly reports of billing claims to ensure accuracy; locate and correct errors for re-submission of claims.
3. 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.
4. Conduct research for office projects, billing/accounting as needed.
5. 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.
6. Create and monitor information for electronic insurance book including Medicaid/Medicare information; update insurance company descriptions.
7. 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.
8. Provide backup support to clinical operations; perform various clerical functions such as registering clients and receiving payments.
9. Answer telephones and assist callers with billing questions and take phone payments; receive, distribute and organize incoming and outgoing correspondence and files.

For Office Use Only

Job Code: 6611
Job Title: Medical Billing Specialist - Health
FLSA: Non-Exempt
Effective Date: 12/3/2018
Public Safety: No

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

Knowledge, Skills, and Abilities

- Knowledge of department policies, procedures, and standards including 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

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 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 frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to 30 pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work 40 hours each week to maintain full-time status. There is 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

This position requires up to 5 percent travel.

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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.

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.

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

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Employee _____ Date _____

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