



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-063 **POSTING DATE*: FROM:** 10/7/24 **TO:** 10/17/24

JOB TITLE: Senior Medical Billing Clerk (Pending)

RATE OF PAY: \$48,418.50/yr. (\$24.83/hr.)

LOCATION: Ontario County Mental Health Services

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business, or closely related field, AND one (1) year of full-time paid experience, or its part-time equivalent, in billing, bookkeeping and maintaining financial accounts and records; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, as noted in (1) above.
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

APPLICATION DEADLINE / LAST FILING DATE*: 10/31/24

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

SENIOR MEDICAL BILLING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involved in medical billing, and includes responsibility for performing and/or supervising a variety of medical insurance and related financial recordkeeping duties. The work requires general understanding of specific laws related to medical insurance billing, office rules, procedures and policies, and may be performed on an alpha/numeric keyboard. Employees in this position perform double-entry bookkeeping. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews remittances in order to collect payments;
 Changes format of electronic and paper claims as required by third party insurance payers;
 Receives electronic remittances from all insurance;
 Submits voucher as required to receive payment from State aide and grants;
 Enters information regarding medical billing in a prescribed manner;
 Prepares reports based upon medical billing activities;
 Coordinates Medicaid, Medicare and private pay billing;
 Maintains financial records related to billing for Medicaid, Medicare, patient billing and third party insurance;
 Answers provider questions regarding medical billing procedures and/or problems;
 Answers family and/or residents' questions regarding medical billing issues;
 Has direct contact with insurance carriers and employers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the provisions of standard insurance policies and the applications thereof; good knowledge of modern methods used in maintaining medical insurance, financial records and reports and medical billing procedures; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of Medicaid/Medicare; ability to plan; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; mental alertness; high degree of accuracy; tact and courtesy.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business, or closely related field, AND one (1) year of full-time paid experience, or its part-time equivalent, in billing, bookkeeping and maintaining financial accounts and records; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, as noted in (1) above.
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

APPROVED: AUGUST 14, 2006

REVISED: 11/27/18; 11/6/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE