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 #: _____   **POSTING DATE*: FROM:** _____ **TO:** _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

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

APPLICATION DEADLINE / LAST FILING DATE*: _____

* 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.

Rev. 2/8/2018

MEDICAL BILLING CLERK

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. Possession of an Associate's Degree, or higher, in accounting, business, health information, or closely related field; OR

2. Possession of an Associate's Degree, or higher, which includes twelve (12) college credit hours in accounting or bookkeeping, AND one (1) year of full-time paid experience, or its part-time equivalent, in billing, bookkeeping, or maintaining financial accounts and records in a medical setting; OR

3. 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, in billing, bookkeeping and maintaining financial accounts or records in a medical setting; OR

4. An equivalent combination of education and experience as defined by the limits of (1), (2) and (3) above.

SUBSTITUTION - EXPERIENCE: Successful completion of a medical biller certification program, through an accredited educational facility, may substitute for one (1) year of paid experience.

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

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involved in medical billing, and includes responsibility for performing 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 general instructions. Work is performed under general supervision of a Senior Medical Billing Clerk. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Creates billing arrangements and agreements;
Gathers and verifies patient identification, insurance eligibility, authorization forms, etc. for services;
Enters information and updates and maintains databases and record with insurance information;
Monitors patient accounts and follows-up on delinquent patient accounts;
Assists consumers of agency's services by filling out forms, answering inquires, triaging phone calls, etc.;
Has direct contact with insurance carries and employers as directed;
Updates and maintains billing codes, visit types and forms in the electronic medical records, utilization reviews, etc. in need of updating as directed;
Collects, posts, and manages payments;

<u>MEDICAL BILLING CLERK</u>

<u>TYPICAL WORK ACTIVITIES</u>: (Illustrative only) (Continued)

Prepares reports and records related to medical billing activities;
Maintains and compiles financial records, client files, and a variety of records and reports;
Assists with Medicaid, Medicare and private pay billing as directed;
Participates in all medical billing related activities;
Performs routine clerical tasks as needed.

<u>FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS</u>: 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.

APPROVED: 12/11/2024
CIVIL SERVICE CLASSIFICATION: COMPETITIVE
JURISDICTION: COMMUNITY MENTAL HEALTH
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES