

GENESEE COUNTY

MEDICAL BILLING CLERK

DISTINGUISHING FEATURES OF THE CLASS: Performs routine clerical work involved in medical billing; the work involves the application of billing third party administrators and also in the application of standard financial record keeping practices in maintaining and reviewing financial records and reports dealing specifically with medical insurance billing. The incumbent may specialize in billing in one or more areas. Employees work under general supervision on standard assignments in accordance with defined procedures. Supervision of others is not a responsibility of this position. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Reads computer files or gathers records to compile needed data;
Enters information into computer or computes amounts due;
Prepares invoices;
Enters transactions to financial records such as work sheet, ledger, or computer files;
Processes medical paperwork; prepares and mails medical bills; maintains current medical billing files; assists in reconciling medical billing activity;
Receives telephone calls and handles questions and matters of a more technical nature;
Reviews medical billings for corrections and accuracy;
Develops and maintains up-to-date file relating to all types of third-party insurance and contracts;
Reviews selected claim files for adjudicated Medicaid payments to determine availability of third-party insurance;
Enters into appropriate budget appropriations for expenses, invoices, payroll, receipts, voucher records and other original entry media;
Receives remittances by mail or in person, verifies amounts, computes interest and penalties, and enters into a variety of financial records.
Types and maintains a variety of records and reports.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITY, AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of the provisions of standard insurance policies, and the applications thereof; working knowledge of modern methods of keeping and reviewing medical insurance billing financial records and reports; working knowledge of Medicaid/Medicare; working knowledge of office terminology, procedures and equipment; working knowledge of Business Arithmetic and English; ability to deal compassionately with individuals; ability to interpret complex written materials; ability to use alpha/numeric keyboard accurately, at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to develop and maintain accurate files and reports; ability to follow complex written and oral instructions; ability to communicate effectively with public and private employees on insurance-related matters; initiative; cooperativeness; tact and courtesy; integrity; good judgment.

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

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS A course in typing or experience in typing, **AND EITHER:**

- A.** Possession of an Associate Degree, with a major in accounting, Business, Math or related field;

OR:

- B.** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education **AND** two (2) years of full-time, paid experience in financial record keeping duties **AND** six (6) months of which shall have dealt with the processing of medical insurance accounts.

NOTE: PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE.

NOTE: 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.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 4/6/99

Revised 10/4/00, 10/27/22, 10/20/23