Hiring Wage: $14.00 – $14.85/hr
Status: Full-time with benefits
Closing Date: November 20, 2020
Application Materials: Apply online at adacounty.id.gov/jobs

General Summary
Prepares and submits medical billing for services rendered by Ada County Paramedics. Maintains patient accounts through the completion of the billing process; performs related work as required.

Distinguishing Features of the Class
Performs routine, moderately complex work under general supervision and according to pre-defined guidelines.

Essential Functions
- Processes medical billings, including private payment, private insurance, liability insurance, Indigent Services, Workers’ Compensation, Medicaid, Medicare, Veterans Administration, contracted services with hospitals, correctional facilities, and law enforcement agencies;
- Maintains medical and billing records;
- Maintains information relating to special contract billing accounts;
- Ensures that all billing sheets and flow sheets from field personnel are received;
- Assures charges are correct for services delivered;
- Prepares, reviews, and sends statements and insurance billings;
- Answers questions from patients, patient representatives, attorneys, and insurance companies;
- Researches issues and billing complaints to bring resolution;
- Enters account activity and payment schedules into database;
- Posts and processes insurance denials;
- Prepares and submits appeals for denied claims;
- Prepares and mails statements and reports;
- Maintains confidentiality of healthcare information in compliance with the Health Insurance Portability and Accountability Act;
- Maintains a working knowledge of medical terminology.

Additional Functions
- Performs related functions as required.

Job Requirements
- High school diploma or equivalent;
- A minimum of two years of related clerical experience;
- Knowledge of English grammar, spelling and punctuation;
- Knowledge of office terminology, procedures, routine and equipment;
- Knowledge of business math; Knowledge of medical terminology and/or medical coding experience preferred;
- Skill in organizing records;
- Ability to type forty words per minute from rough draft accurately;
- Ability to understand and carry out verbal and written directions;
Ability to perform work and deal with the general public, some of whom may be frustrated or under stress, in a tactful and courteous manner;

Ability to maintain effective working relationships.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- This position requires sustained periods using a keyboard and performing other computer work;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

* If you need reasonable accommodation to participate in and/or complete the county’s application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)