

## SENIOR MEDICAL BILLING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involved in medical billing, and includes responsibility for performing a variety of medical insurance and related financial record keeping duties. The work requires a thorough 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. Coordination may be exercised over the work of one or more clerical assistants. A Senior Medical Billing Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

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;  
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 including HMO's;  
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;  
Electronically submits files to Medicaid, Medicare, and private insurance;  
Manually prepares and send insurance forms to various insurance companies;  
Verifies data entered by comparing with provider billings;  
Prepares county vouchers for payments for services provided;  
Identifying and coding general ledger accounts for bills rendered for services;  
Verifies insurance coverage with insurance company; and  
Obtains insurance authorization for services to be rendered;  
May submit voucher as required to receive payment from State aide and grants;  
May supervise the work of lower level staff members.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the provisions of standard insurance policies and the applications thereof; thorough 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 use alpha/numeric keyboard accurately at a satisfactory rate of speed; 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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the New York State Department of Education and EITHER:

1. Possession of an Associate's Degree with a major in accounting, business, or related field, AND four (4) years of full-time paid experience in medical billing; OR
2. Completion of medical billing course and five (5) years experience in medical billing; OR
3. Six (6) years of full-time paid experience in medical billing; OR
4. An equivalent combination of education and experience as set by the limits of (1) (2) and (3) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: January 6, 2011