

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MEDICAL BILLING SPECIALIST  
CLASS CODE: 6611

FLSA STATUS: NON-EXEMPT  
SUPERVISORY LEVEL: NONE

EFFECTIVE DATE: 10/27/2014 (REVISES 11/30/2012 VERSION)  
DEPARTMENT: HEALTH - NURSING

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## **JOB SUMMARY**

Under general supervision of the Medical Billing Coordinator, performs clerical and bookkeeping duties as needed to ensure the effective and efficient documentation and tracking of departmental fiscal transactions including Medicaid payments, Medicare payments, private insurance payments, vouchers, and payroll.

## **ESSENTIAL FUNCTIONS**

Receives and accurately enters all payments received from insurance companies, private agencies, Medicaid, Medicare, vouchers and individuals daily.

Reviews daily and weekly reports of billing claims to ensure accuracy; locates and corrects errors for re-submission of claims.

Compiles and reviews invoices and monthly billing statements for accuracy; follows up on payment problems and past due billings including collections; updates and maintains accounts; responds to financial and account questions; conducts research for office projects, billing/accounting as needed.

Balances cash on hand against receipts; prepares and balances deposits; runs tapes on checks and cash; balances daily to CDP reports; posts receipts as appropriate.

Creates and monitors information for electronic insurance book including Medicaid/Medicare information; updates insurance company descriptions.

Serves as a liaison with private agencies to initiate payment processes. Communicates with agency representatives to ensure processes are working correctly; updates vouchers and other information pertaining to contract payments.

Provides backup support for various clerical functions by providing assistance to clinical operations such as registering clients and receiving payments.

Answers telephones and assists callers with billing questions and takes phone payments; receives, distributes and organizes incoming and outgoing correspondence and files.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** department policies, procedures, and standards including laws related to medical billing.

**Skill in:** reading, writing, and basic bookkeeping; grammar, spelling and punctuation; using a 10-key adding machine and in word processing, data entry, and basic spread sheet creation.

**Ability to:** communicate effectively both verbally and in writing; pay attention to details while maintaining accuracy despite frequent interruptions; respond to billing questions and concerns from the public.

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### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, stoops; works for sustained periods maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled office. Work may require occasional flexibility with schedule.

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent, and three (3) years in accounting related experience such as billing, account reconciliation, accounts payable/receivable. Equivalent combinations of education and experience may also be considered. Must pass a typing test at or above the rate of 40 WPM net.

### **LICENSING AND CERTIFICATION**

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.