

SENIOR BILLING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work of a moderately complex nature involving a responsibility for processing financial materials relating to various types of billing in a government setting in order to maximize reimbursement (e.g., Medicare and Medicaid). The nature of the billing work depends on the area of assignment. The work differs from that of a Billing Clerk in the independence of judgment exercised and the difficulty of assignments. The work is performed under the direction of a billing or finance administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares a variety of bills, depending on the area of assignment, in accordance with government and/or insurance regulations (e.g., Medicaid, Medicare), including the integration of varied financial data needed for complicated bills;
Reviews account balances to determine the need for additional follow-up billing or adjustments to accounts;
Monitors the receipt of federal and New York State reimbursement;
Contacts the public, insurance companies and government agencies in order to gather data for billing and to solve billing problems;
Contacts other County departments in order to coordinate data regarding billing and coding discrepancies;
Tracks unpaid bills through telephone calls, letters or other appropriate collection efforts;
Provides guidance to others in the entering and maintenance of computer data needed for billing, generating charges and journal entries;
May complete special assignments related to the billing function.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of billing in a government setting; good knowledge of medical billing practices*; good knowledge of business arithmetic and English; good knowledge of billing codes and various billing formats; working knowledge of government regulations relative to Medicare and Medicaid reimbursement*; ability to carry out oral and written instructions; ability to understand and interpret written material, especially as it pertains to billing procedures; ability to monitor and oversee financial records; ability to use computer software as it relates to the billing function*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical or business experience, one (1) year of which must have substantially involved medical billing and/or financial record keeping (e.g., Account Clerk, Bank Teller, Payroll Clerk).

NOTE: An Associate's degree or equivalent college credits (minimum of sixty (60) credits) may be substituted for one (1) year of the office clerical or business experience.

PROMOTION: One (1) year of permanent status in the title of Billing Clerk.

*To be demonstrated during the probationary period.

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Competitive