



# Medical Billing Specialist - Health

## Job Description

Department: Health  
Position: Career Service  
Grade: 719  
Supervisory: No  
Reports to: Bureau Director – Nursing

### Summary

Under general supervision of a Bureau Director – Nursing, performs billing functions using electronic database and/or paper billing procedures. Duties include but are not limited to ensuring the effective and efficient documentation and tracking of medical billing-related transactions. Transactions include billing and/or reimbursing Medicare, Medicaid, private insurances, and other private entities, including individual clients.

### Essential Functions

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

1. Ensure accuracy of billed claims; review reports of billing claims daily and weekly; locate and correct errors for resubmission of claims.
2. Compile and review invoices and monthly billing statements for accuracy; follow up on payment problems and past due billings, including collections; update and maintain accounts; respond to financial and account questions.
3. Work with public and private agencies to initiate billing processes; communicate with agency representatives to ensure processes are working correctly; update information pertaining to established and updated procedures on a regular basis.
4. Answer telephones and assist callers with billing questions; receive, distribute, and organize incoming and outgoing correspondence and files.
5. Update billing agreements with insurance companies to maintain billing ability.
6. Ensure accuracy of medical billing-related transactions.
7. Update Medicaid, Medicare, and other Federal billing requirements on an annual basis.
8. Research billing from non-payment of services, including reasons for denial; correct problems and resubmit claims.
9. Work with collections agencies, as needed.

### For Office Use Only

Job Code: 6611

Job Title: Medical Billing Specialist - Health

FLSA: Non-Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of basic medical billing practices and procedures
- Basic knowledge of laws related to medical billing, including Medicare, Medicaid, and other Federal programs
- Knowledge of medical billing terminology
- Skilled in reading, writing, spelling, and grammar
- Skilled in word processing programs, data entry, electronic medical records, and use and creation of basic spread sheets
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to communicate effectively both verbally and in writing
- Ability to maintain attention to detail while ensuring accuracy despite frequent interruptions
- Ability to respond to billing questions and concerns from the public

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a computer, smartphone, photocopiers, scanners, fax machines, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations, including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

### **Physical Demands**

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee works for sustained periods of time viewing a computer terminal and monitor and must maintain concentration and attention to detail. The employee is required to type, file, and lift or move supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

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**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm, however there may be availability to work out a flex schedule ahead of time that works for both the County and the employee, with advanced approval. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Associate degree from an accredited college or university.
2. Three (3) years of complex clerical work experience, including one (1) year of experience in medical-related billing.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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