

MEDICAL BILLING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for revenue recovery due for the provision of ambulance services. The work primarily entails working with insurance companies and patients that have used the ambulance service, but may also require working with hospitals and other providers. The work is performed under the general direction of the appropriate municipal authority. Does related work as required.

TYPICAL WORK ACTIVITIES The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Submits claims to insurance companies or directly to patients as appropriate;

Follows up claims on a monthly basis until paid and maintains status of all amounts outstanding and revenues recovered;

Gathers necessary insurance information required for filing claims;

Interprets treatment documented and assigns appropriate billing codes;

Receives and maintains documentation of ambulance runs made by the municipal ambulance service;

Obtains necessary insurance information from the patient, the ambulance crew, or other appropriate source;

Fills out appropriate billing forms and submits same to insurance companies, Medicare, Medicaid, or patients, as necessary;

Receives and records invoice payments;

Makes phone calls to patients and insurance companies as necessary;

Maintains records and filing system accurately and completely;

Provides monthly status reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking financial accounts and records; working knowledge of medical coding systems such as CPT and ICD-9; ability to acquire a good knowledge of the terminology of treatment protocols and medical diagnoses; clerical aptitude; good administrative, communication and organizational skills; ability to understand and interpret written and oral directions; ability to get along and work well with others; ability to work without direct supervision;

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initiative, resourcefulness and tact; physical condition commensurate with the demands of the position..

MINIMUM QUALIFICATIONS: Either:

- A. Successful completion of one (1) year of study at a regionally accredited or New York State registered college, university or business school which included or was supplemented by six (6) credits in accounting or a related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid experience, or its' paid, part-time equivalent, in the compilation and maintenance of financial accounts and records.
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
4225 MED BIL SP
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Adopted: August 21, 2000