

CODE: 3650

GRADE: 11

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: EMERGENCY MEDICAL SERVICE BILLING CLERK
EMERGENCY MEDICAL SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical-administrative work to support activities of the Emergency Medical Services Department. Work involves preparing and submitting all transport data for payment; and processing all revenue generated. Reports to the Emergency Medical Service Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Processes transport reports.

Generates insurance claims.

Maintains all medical and financial records.

Provides assistance to patients either in the office or by the telephone.

Answers the office business telephone.

Types the correspondence and necessary reports.

Prepares deposit reports.

Processes all revenue received.

Prepares accounts for the Credit Bureau.

Submits and re-submits insurance claims.

Prepares weekly and end of month reports.

Answers all requests for medical records.

Processes monthly refund report.

Prepares reports for billing service.

Notifies and prepares reports for the Credit Bureau and Magistrate Court.

EMERGENCY MEDICAL SERVICE BILLING CLERK

Receives and/or reviews various records and reports including transport reports, insurance forms, correspondence, payments received, and various other records, reports, memos, etc.

Prepares and/or reviews various records and reports including billing statements, claim forms, deposit report, end of month reports, Auditor monthly report, transport report, collection report, and various other records, reports, memos, correspondence, etc.

Refers to Medicare policy manual, Georgia Medicaid policy manual, medical dictionary, program manual, computer manual, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of office equipment such as computer, printer, copier, typewriter, calculator, telephone, postage machine, paper shredder, etc.

Uses insurance forms, mailing materials, clerical supplies, and computer software such as Microsoft Work, Amazon, etc.

Interacts and communicates with various groups and individuals including immediate supervisor, patients, insurance carriers, Credit Bureau, billing company, hospital, lawyers, doctors, co-workers, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires vocational/technical diploma and nine to twelve months of experience in clerical or secretarial work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, etc. Requires the ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

EMERGENCY MEDICAL SERVICE BILLING CLERK

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using proper formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.