



**Medina County Health Department
External Job Posting**

Posted Date: August 22, 2019 Posting Close Date: Noon, September 6, 2019

Position: Medical Billing Specialist

Employment Status: Non-exempt, Part-time

Wage: Hourly, commensurate with qualifications and experience.

General Qualifications (including but not limited to):

High School Diploma or GED, valid Ohio Driver's License, strong communication skills (oral and written), excellent computer skills, and two years of successful experience in electronic billing required. Medicaid and Medicare billing experience preferred.

General Responsibilities (including but not limited to):

- Performs electronic billing functions: Inputs daily client services into billing software, generates and mails/electronically submits insurance claims/forms, generates monthly client statements, follows up on outstanding and/or denied insurance claims, communicates with clients and insurance carriers regarding claims and/or accounts, generates reports on accounts receivable, units of service, and performs quality control of claims prior to submission to billing contractor.
- Monitor client accounts for balances and invoices clients accordingly for amounts owed to the health center for services rendered in accordance with Board policies. Post payments received to appropriate accounts and receipt to proper revenue line item. Advise supervisor of all delinquent accounts.
- Enters patient related data into software application data bases used by the health center.
- Performs miscellaneous clerical functions to include creating and maintaining a variety of files, copying, faxing, and mailing.
- Protect the privacy of health care information by strictly adhering to the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its amendments, and any other applicable federal or Ohio law.
- Ability to maintain effective working relationships with those contacted in the course of performing duties.

How to Apply

Interested candidates must complete a Medina County Health Department Employment Application Form found on-line at www.medinahealth.org no later than September 6, 2019 (Noon) and return it to Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or email to hr@medinahealth.org. EOE