

TUSCOLA COUNTY HEALTH DEPARTMENT

1309 Cleaver Road, Caro, MI 48723

(989) 673-1857

Website: www.tchd.us

EMPLOYMENT OPPORTUNITY

The Tuscola County Health Department is seeking to hire a Billing Clerk on a contractual/specially funded basis not to exceed 999 hours worked per year (approximately 37.5 hours per bi-weekly pay period, this may fluctuate as needed). This position, under the direct supervision of the Finance Director, is responsible for prompt and accurate billing and follow-up for all professional services provided to clients covered by third party payers, including Medicaid, Medicare, Blue Cross and a multitude of other commercial insurances; monitoring client aged accounts receivable balances, preparing patient statements and resolving patient billing inquiries; adhering to rules and regulations related to insurance payers, government agencies, agency policies including confidentiality and HIPAA; effectively communicating with and maintaining a professional working relationship with clients, agency staff, payer representatives, help desk support, etc.

Position Knowledge & Experience Requirements (may include but not limited to):

- Knowledge of medical and insurance terminology
- Knowledge of third-party payer insurance billing, reimbursement processes and revenue cycles, insurance claims processing experience preferred
- Experience with medical office systems, including electronic medical records (EMR)
- In-depth knowledge of CPT and ICD-10 coding
- Proficient in Microsoft Word, Excel, and Outlook

Educational Requirements:

- High School diploma or equivalent
- Associates degree in a related field plus three (3) years relevant work experience; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills and abilities

Other Requirements:

- Valid Michigan Driver's License
- Satisfactory pre-employment physical and drug screening

Rate of Pay:

\$23.00/hour (no benefits)

Equal Opportunity Employer

Employment application found at www.tchd.us

Submit resume and application one of the following ways:

Email: hr@tchd.us

Fax: 989-673-1777 or 989-673-7490

Mail: Attention HR

Tuscola County Health Department

Applicants will be accepted until the position is filled