

Cascade County

Job Vacancy Announcement

Position: Billing Assistant	Closing Date: April 25, 2013
Dept.: Community Health Care Center (CHCC)	Dept. Adm.: John Maher
Type of Position: Full-time	Salary: \$10.35 per hour Must join Teamsters Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service.	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

Billing Assistant input claims; creates and sends electronic and paper claims; follows up on all claims to ensure payment is received, including resolution of all billing errors and billing disputes for all assigned patient accounts. Tracks claims utilizing tools provided by the cleaning house, insurer websites, and provider contact centers; correct errors promptly and re-file as necessary; post payments from insurers and patient account guarantors, monitor payments from insurers, research denials, make corrections, file appeals; generate patient statements on a schedule determined by administration; handle patient billing inquiries; cross train with coding and billing staff to be as familiar as possible with all aspects of claims submitted and therefore more likely to recognize claim processing errors; assist billing coordinator as needed and other duties as assigned.

JOB REQUIREMENTS

Knowledge and understanding of: Getting information; identifying objects, actions, and events; communicating with supervisors, peers, and subordinates, processing information, updating and using relevant knowledge, documenting/recording information, and establishing and maintaining interpersonal relationships.

Skills in: Judgment and decision making; active listening; speaking; reading comprehension; critical thinking; active learning and organization.

Ability to: Recognize problems, communicate both orally and in writing; comprehend information and prioritize

EDUCATION AND EXPERIENCE REQUIREMENTS

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have 1 (one) year of experience in coding, billing, and/or accounts receivable, preferably in a health care related field.

The successful applicant must serve a 6 month probationary period, join the Teamsters Local #2 Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER