



POSITION AVAILABLE

Position: Medical Billing Specialist I

Department: Accounting Services

Office: Administration

Posting Date: November 22, 2021

Hours: Full-time, M - F 7:30am - 4:00 pm

Starting Salary: I/B22: \$20.59/hour - \$22.52/hour
\$42,827.20 - \$46,841.60 Annual Salary

**Salary Commensurate with Relevant Work Experience*

Minimum Qualifications:

- Associates Degree in Business or Certified Medical Coder or High School diploma and five years' experience in medical billing/reimbursement; Familiar with Medicaid Regulatory and Compliance requirements, Commercial Insurance patient billing, and CPT and ICD-10 Codes used for patient billing; Applicable provider regulations; EMR updates and if applicable maintain certification as a Certified Medical Coder.
- Experience with computer applications/software, including MS Office

Preferred Qualifications

- Behavioral Health and substance abuse coding and billing

Responsibilities include but not limited to:

- Monitors medical billing activities to ensure compliance; Identifies billing issues and/or processing discrepancies and recommends possible solutions to claim denials; Answers questions from staff and insurance companies regarding billing issues; reviews invoices for accuracy from patients and third party payers (e.g. Title XX, Medicare, Medicaid, Insurance companies); Follows up on accounts receivable; Verifies and reconciles weekly patient billing
- Trains new Accounting Clerks on electronic billing software for claim submission; and serves as liaison to other staff on Electronic Medical Record (EMR) billing procedures; Assist with compliance reviews and internal audits as necessary; Assists with tracking and reconciliation of patient accounts;
- Generates various accounting, financial and statistical reports using spreadsheets, databases and EMR software applications; Prepares monthly, quarterly and annual Accounts Receivables reports and maintains documentation for annual audits
- Researchs Medicaid and commercial insurance regulations; Assists with ODI complaints
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional changes in responsibilities and working locations /hours.

PHDMC provides a quality, healthcare benefits package to full time employees, including the following:

- Vacation, sick and personal leave
- Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457 plan)

How to apply: Complete the application found on our website: www.phdmc.org/about/employment-postings

Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County

117 South Main Street, 2nd Floor

Dayton, Ohio 45422

humanresources@phdmc.org

Fax (937) 496-3070

The Closing Date to apply is: December 17, 2021 or until position is filled.

Position is subject to a criminal background check.

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").