



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: MEDICAL BILLER

DEPARTMENT: HEALTH DEPT

If you have any questions about this position vacancy please call: 406-751-8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MFPE #520

FULL TIME REGULAR
(YEAR ROUND POSITION)

STARTING WAGE: \$20.70 per hour

PART TIME SEASONAL

SALARY AT:

1 Year Step \$21.52 per hour

2 Year Step \$22.38 per hour

3 Year Step \$22.83 per hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Medical Biller	Job Code: 13170
Department: Health Department	Pay Grade: Standard 24
Reports to: Health Officer or Deputy Health Officer	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County.

Job Summary: Under the direction of the Health Officer or their designee, coordinates administrative and technical support duties relating to management of third party billing activities and related work as required.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Serves as the medical billing resource person for the health department and handles all billing inquires for areas such as Family Planning and Immunization clinics.
- Provides back-up support for the Office Coordinator and Office Assistant during scheduled and unscheduled leaves and as needed.
- Collects and compiles information for financial or special reports.
- Prepares billing for insurance, Medicaid, Medicare, and other third party payers payment sources.
- Responsible for creating and maintaining payor contracts and updating business voucher contracts.
- Processes and posts patient payments and statement in an accurate and timely manner in accordance with the department policies, procedures, and performance goals.
- Audits, generates, and uploads insurance claims to clearinghouse daily; corrects any error within patient accounts or the billing system.
- Determines Medicaid and other insurance eligibility.
- Corresponds with and assists vendors involved with patient accounts.
- Maintain knowledge of CPT and ICD-9 coding and third-party billing requirements.
- Ensures compliance with 340B Program billing requirements.
- Provides training and inform co-workers of changes to electronic billing to maintain effective processing of claims and bills.

- Coordinates with program managers to ensure accurate billing information such as updating CPT codes, ICD-10 coeds, and pricing as needed.
- Performs and maintains provider credentialing necessary with each insurance plan.
- Maintains confidentiality of all department, personnel, patient, and billing matters.
- Performs daily audit of self-pay encounters to ensure integrity of the patient accounts.
- Performs related work as required.

Non-Essential Functions:

Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions:

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office equipment. Work also requires exposure to body fluids and may require the use of rubber gloves.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

- Working knowledge of medical billing terminology and procedures.
- Knowledge of Medicaid, Medicare, and third-party payment sources.
- Knowledge of electronic health records, clearinghouses, and other billing software.
- Knowledge of the most current coding guidelines and be familiar with CPT, ICD-10, and HCPCS.
- Knowledge of sound governmental accounting.
- Skill in the use of various office machines with a high level of proficiency.
- Ability to communicate effectively the details of electronic billing by offering assistance to other billers; informing co-workers of changes within the system.
- Ability to perform complex clerical work.
- Ability to analyze, interpret, and apply procedural rules to claims and statements.
- Ability to make mathematical computations.
- Ability to communicate effectively verbally and in writing.
- Ability to act with initiative and good judgment and to make sound independent fiscal and administrative decisions.

Education and Experience:

- High school graduation or equivalent, preferably supplemented by course work or training in accounting or medical billing.
- Experience in a public agency preferred.
- Experience in governmental accounting or similar activity, or any equivalent combination of education and experience.
- Experience in medical billing and/or data entry.

Action	Date	Reference
Adopted	5/18/2009	Commissioners' Minutes
Revised	10/29/2014	Commissioners' Minutes
Revised	03/02/2023	Commissioners' Minutes