

## SENIOR MEDICAL BILLING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the supervision, coordination and participation in the billing and related functions in a medical facility. The work is performed under general supervision in accordance with established policies and procedures however considerable leeway is allowed for the use of judgement in carrying out the details of the work. Direct supervision is exercised over Medical Billing Clerks and other clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Schedules billing staff and assigns work activities. Supervises the daily work activities of the staff. Reviews work performed to ensure its timely completion, accuracy and conformance with established policies and procedures. Provides input in the evaluation of staff work performance. Provides inservice training for new employees and ongoing staff training for new or revised policies and procedures. Reviews billing policies and procedures and recommends changes to same. Prepares or oversees the preparation of a variety of records and reports of billing activities. May as required perform routine billing activities. Performs more difficult or complex billing activities such as follow up with third party payers when nonpayment occurs, handling of patient complaints, workers compensation and no fault billing, resolution of problems with other departments etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of medical billing requirements and procedures; Good knowledge of office terminology, procedures and equipment; Good knowledge of Medicare, Medicaid and health insurance coverage; Working knowledge of medical terminology; Ability to understand and carry out complex oral and written directions; Ability to plan and supervise the work of others; Ability to deal effectively with the public and other departments; Awareness of the confidentiality of medical records; Clerical aptitude; Accuracy; Tact and courtesy; Good judgement; Good powers of observation; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

1. Graduation from high school or possession of a New York State equivalency diploma and one year experience as a billing clerk in a medical facility or
2. Graduation from high school or possession of a New York State equivalency diploma and two years of experience in maintaining financial accounts and records or in processing health insurance claims, claims billing or related work.
3. An equivalent combination of training and experience as defined by the limits of 1 and 2.

NOTE: Post high school educational training in a regionally or New York State registered college or university or business school in business or office technology or related field may be substituted for one year of experience on a year for year basis.

Adopted 5/13/97