

## THIRD PARTY RESOURCE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is technical account keeping work involving responsibility for ensuring that third party health insurance is identified, recorded and billed appropriately. The incumbent carries out established third party resource procedures and maintains a current knowledge of policies, procedures and regulations. The work is performed under general supervision following a prescribed routine with leeway allowed for use of independent judgement in carrying out the details of the work. Supervision may be exercised over the work of other clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Determines if clients have health insurance, Medicare or other resources which are required to be used; Calls health insurance companies to obtain authorization for treatment; Registers client by phone with appropriate health insurance company; Assists therapist in wording of outpatient treatment report to meet health insurance standards and to receive maximum reimbursement; Records information relative to client's health insurance coverage using a computerized system and keeps these records current; Maintains records of all revenue received and reconciles bank accounts; Completes statistical reports for the State and the County Treasurer; Issues quarterly reports of all revenues; Handles client inquiries relative the status of their accounts; Determines fee to be charged a client depending upon type of service rendered, insurance coverage, family income and household size.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of third party resource requirements and procedures; Good knowledge of a variety of health insurance plans and coverage provided by insurance companies, employers, unions and other group or individual plans; Working knowledge of medical terminology; Good knowledge of methods of maintaining and checking financial accounts and records; Working knowledge in use and operation of a computer; Ability to understand and utilize written and oral information; Ability to communicate effectively, both orally and in writing; High degree of accuracy; Attention to detail; Tact and courtesy; Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

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.

NOTE: Post high school educational training in a regionally or New York State registered college or university or business school in accounting or related field may be substituted for experience on a year for year basis, provided such training includes an equivalent of three semester credit hours in accounting per year of training.

Adopted 9/22/89

Revised 4/13/98, 10/8/02

Reviewed 9/30/04, 11/24/09; 2/11/13; 1/24/18