

Department: Mental Health/Essex County
Class: Competitive
Grade: 13

SPEC F120

BILLING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for prioritizing, assigning and overseeing the specialized billing and clerical duties within the Mental Health Department involving processing Medicare, Medicaid and third party health insurance claims. The incumbent oversees and participates in the performance of account keeping, billing and reimbursement tasks that require the interpretation and application of various federal, state, county and institutional regulations. Work involves coding reimbursement billings and the accurate reporting of financial information. Work is performed under the general supervision of the Director of Mental Health with leeway allowed for the use of independent judgment. Does related duties as required.

TYPICAL WORK ACTIVITIES:

- Prioritizes, assigns and reviews the billing of Medicaid, Medicare and third party insurance claims;
- Oversees and participates in the processing of Medicaid, Medicare and third party insurance billing including preparing, editing, reviewing and submitting claims;
- Responsible for auditing and reconciling claim submissions to account receivable reports according to established procedure;
- Oversees and participates in the review and interpretation of information received various departments, disciplines, and outside vendors and applies appropriate billing methods in interpreting data and entering into computer;
- Oversees and participates in the review of claims for adjudicated Medicare and/or Medicaid payments to determine availability of third party insurance;
- Oversees and interprets medical payment remittance advice and assures appropriate application to resident billing account, reconciling accounts where appropriate;
- Interprets medical insurance coverage and applies interpretation to facility specific medical billing software to create reimbursement models for specific clients;
- Reviews billing claims ensuring completeness and accuracy;
- Oversees the interpretation of medical coverage with various governmental and commercial insurers and providers;
- Attends various meetings including multidisciplinary Medicare meetings and departmental meetings;
- Prepares a variety of reports and records related to billing activities;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to manage, analyze and reconcile billing and payment detail;
- Ability to make more difficult arithmetic computations involving fractions, decimals and percentages accurately;
- Ability to understand and carry out moderately complex oral and written directions;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to develop effective working relationships and deal diplomatically with the others;
- Ability to interpret insurance documents including insurance cards and policies;
- Ability to organize and maintain accurate records and files;
- Ability to analyze and organize data and prepare record reports and spread sheets;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;

Ability to maintain the confidentiality of medical records;
Attention to detail;
Problem solving skills;
Ability to deal compassionately with individuals; Clerical aptitude;
Accuracy; Tact;
Courtesy;
Good judgment.

MINIMUM QUALIFICATIONS:

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor' s Degree in accounting, business, or a closely related field;
- B. Graduation from a New York State registered or regionally accredited college or university with an Associate ' s Degree in accounting, business, or a closely related field and two years of experience processing Medicaid claims, Medicare claims or medical insurance claims; OR
- C. Graduation from high school or possession of a New York State equivalency diploma and four years' experience processing Medicaid claims, Medicare claims or medical insurance claims; OR
- D. An equivalent combination of training and experience as indicated in A, B) and C) above.

PROMOTION QUALIFICATIONS:

Eighteen (18) months of permanent competitive status as a Sr. Account Clerk or Principal Account Clerk in the Mental Health Department.

Created: 10/13/2023