

DeKalb County Board of Health

Billing Specialist 2

Position # 10046

(Salary is offered based on Education, Experience and/or Budget)

POSTED: January 9, 2020

DEADLINE TO APPLY: January 23, 2020

LOCATION: E.L. Richardson Health Center – Administration/Finance/Billing

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account.

DUTIES: Under general supervision, performs billing functions for patient/client services rendered. Prepares and reviews billing reports for accuracy and submission to Fee-For-Service Medicaid and Medicaid CMO plans as well as third party payers. Researches and resolves denied and unprocessed claims issues. Identifies billing discrepancies, underpayments, overpayments, or missing/overdue payments for rebilling and/or resolution. Balances and/or reconciles patient account ledgers. Maintain remittance advice files for DSPS, Planning for Healthy Babies, Perinatal Case Management and Family Planning programs. May participate special projects and perform limited routine clerical duties as assigned.

MINIMUM QUALIFICATIONS: High school diploma or GED **AND** Two years of experience in billing, budget or accounting activities.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with knowledge of insurance guidelines including HMO/PPO, Medicare, Medicaid, and other payer requirements and systems; familiarity with CPT and ICD-10 Coding.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required

ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

Michelle.Raines@dph.ga.gov

