

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

Position: Medical Billing Clerk/Interpreter
Department: Integrated Health Care Services
Program: Counseling Services

Position Number: 1040028
Classification: Hourly -Non-Union Range 6

1.0 MAJOR FUNCTION AND PURPOSE

The single position allocated to this classification, under the general direction of the Integrated Health Care Services Assistant Director, is responsible for performing consumer accounts receivable duties as necessary to effectively and efficiently manage the agency's consumer billing systems. Persons in this position provide backup for the Front Desk Receptionist and provide receptionist, clerical tasks, and Spanish interpretation on an as needed basis for the department. A person in this position also acts as frontline emergency services contact for consumers. This position has a standard eight (8) hour workday and is from 8:00 am to noon and from 1:00 p.m. until 5:00 p.m. Due to the nature of the work, this position may have a different schedule. The schedule shall be determined by department administrator.

2.0 SUPERVISION RECEIVED

Persons in this position are given some discretion, within the scope of policy and regulations, in the routine performance of their duties. Supervision and guidance are received from the Assistant Director.

3.0 SUPERVISION EXERCISED

Persons in this position do not routinely supervise anyone.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- **Assignments include but are not limited to:**
- Data entry of consumer/patient information into several different EMR's, Electronic Medical Records for Mental health and Substance Use Disorders. Processes and bills consumer's appropriate fees for their services, processes and bills consumers insurance, and processes Medicaid (Provider One) services for a given period.
- Maintain Crisis Logs, data enter agency's current EMR and file paper documents according.
- Provides support and manages the consumer billing systems pertaining to Accounts Receivables and clinical information to help maintain and/or improve the workflow of consumer care.
- Run and reconciles computer generated consumer statements and reports monthly.
- Employees occupying this position are responsible for reviewing and maintaining financial and financial arrangements with agency consumers on an ongoing basis.
- Direct backup for receptionist, greets all patients and/or consumers, and directs them to a provider or service as scheduled. Screens calls and visitors and refers inquiries as appropriate, by taking a message or sending calls to voice mail. Acts as front-line emergency services contact for Consumers. Assist Consumers with any necessary paperwork that is requested of them and interpret when necessary. Perform consumer data searches into various software applications to determine eligibility. Employees occupying this position perform a variety of clerical tasks, which require the use of office machines and a variety of internal and external computer programs.
- Completes financials intake on all consumers. This position will also receive consumer, State and Federal Grant monies on a needed basis.
- Routinely composes invoices for miscellaneous services provided by the agency for all programs of the department.
- Provides Spanish language translation, oral and written.
- Interpreting for Spanish speaking consumers and being precise in what their needs are to the clinician, then interpreting clinician response back to the consumer. Interpreting with a clinician in session is on an as needed basis.
- Aids other staff when needed.
- Composes routine correspondence.
- Perform other duties and responsibilities as assigned.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- Demonstrate knowledge of and be able to maintain electronic Accounts Receivable (A/R) and Client Information Systems (CIS).
- Must have cognitive ability to accurately search for errors, date entry, and related purpose.
- Ability to compile and analysis information prepared in an effective written form, including correspondence, reports, articles, or other documentation.
- Ability to maintain a high level of confidentiality.
- Ability to work independently managing time and establish priorities; can communicate effectively and efficiently both orally and in writing. Ability to maintain effective working relationships with all IHCS staff, other professionals, agencies, consumers, and members of the public.
- Excellent computer skills to include, but not limited to; Outlook, Microsoft Word, and Excel, must be able to utilize communications and equipment necessary to perform required duties. Ability to use a typewriter, computer terminal, T.D.D. machine, calculator, and other office equipment standard to areas of assignment and to adapt to new and /or modified equipment which may be acquired.
- Physical ability to perform the functions of the job.
- Ability to adhere to all County and Departmental policies and procedures.
- Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

6.0 MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent. Must have one year’s business college experience in a related field.
- Prior experience in computers and/or knowledge of accounting principles required.
- Fluent (oral, written & read) in English and Spanish language.
- Valid Washington State Driver’s License.
- Successfully passed a criminal background check.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- Two years of Medical Coding and Billing of Behavior Health Consumer Services. Demonstrate successful accounting and computer experience preferred.

8.0 WORK ENVIRONMENT

- Work is performed indoors in an office environment with interruptions. Some work outdoors may be required. The work schedule varies depending primarily on the needs of the program participants, activities that may be scheduled beyond the control of program participants, and training opportunities that may arise. Overnight travel may be required in some circumstances.
- This job requires the independent ability to transport safely throughout the county to provide agency services in outlying areas of the county.
- A county vehicle may be available for use when conducting official business. However, employees may utilize their private vehicles in the performance of their duties and will be reimbursed for mileage. Proof of personal auto insurance with acceptable liability amounts is required to utilize a personal vehicle for county business. Acceptable liability amounts may be defined by Adams County or the appropriate risk pool.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Employee Name _____ **Signature** _____ **Date** _____

Supervisor Name _____ **Signature** _____ **Date** _____