



JOB ANNOUNCEMENT

Billing Clerk 3 (FIT032)

District Operations

District 4 Public Health, LaGrange, GA 30240

Minimum Hire-In Annual Salary - \$24,771.60*

**Salary offered will be based on Education and Public Health Experience*

Job Description: Under broad supervision, performs a variety of billing functions that included the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures. May act as lead worker.

Job Responsibilities & Performance Standards:

- Verify Insurance coverage for clients in the Health Department
- Educate clients on copays, deductibles and patient responsibility regarding third party reimbursement
- Prepares, distributes, receives and/or processes bills or invoices; documents amount due, amounts paid or delinquent amounts for services rendered
- Researches/resolves problematic transactions

Technical Competencies:

- Ability to process payments and/or refunds in accordance with established guidelines
- Knowledge of billing system and procedures
- Ability to use appropriate software
- Ability to create and/or maintain reports
- Knowledge of basic accounting and bookkeeping processes

Minimum

Qualifications:

High School Diploma or GED AND Three years of billing/bookkeeping experience, one year of which was in a team lead/supervisory role OR one year of experience at the lower level Billing Clerk 2 (FIT031) or a position equivalent.

Preferred

Qualifications:

Experience with Harris VHN software a plus. Must have experience with Insurance, Medicare and Medicaid verification. Understand copays, deductibles and other eligibility qualifications. Must demonstrate excellent customer service and oral communication skills, to effectively interact with all levels of departmental personnel and outside clients. Work requires ability to manage multiple duties simultaneously.

Deadline for applications: January 3, 2019 (position open until filled – subject to close at any time)

**Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selections process. Applicants who are not selected will not receive notification. This position is subject to close at any time, once a satisfactory applicant pool has been identified.*

To Apply, please go to <http://team.ga.gov/>

Click on "My Career"

Then "Job Openings"

Keyword: FIN01N4

District 4 is an Equal Opportunity Employer

Applicants chosen for employment will be subject to:
Criminal Background Check/Fingerprinting & Reference Checks

The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.