



## Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇

◇ Tel: 828-649-3531 ◇ Fax: 828-649-9078 ◇

[www.madisoncountyhealth.org](http://www.madisoncountyhealth.org)

**Marianna T. Daly, MD, MPH**  
Health Director/Medical Director

**Tammy Cody, BS**  
Deputy Health Director

### VACANCY ANNOUNCEMENT

TITLE: Processing Assistant V / Medical Biller

GRADE: 61

SALARY: \$24,283 - \$36,791

DESCRIPTION OF WORK:

- Primary responsibilities include medical billing and collection activities
- Responsible for medical records release
- Ensures adherence to billing practices by closely monitoring billing accuracy
- Analyzes and reviews remittance advices in order to accurately adjust patient accounts
- Reports trends and monitors billing outcomes to ensure agency meets highest revenue potential
- Analyzes third party denials, rebills adjusted claims in order to expedite payment.
- Actively participates in EMR functionality and any software updates along with any trainings or workshops
- Works with the Health Director, Administrative Officer, and Nursing Supervisor on projects and other assignments when requested
- Participates in Quality Improvement and Quality Assurance activities
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the medical coding (CPT, HCPCS, ICD-10)
- Knowledge of claims denial resolution protocols
- Understanding of Medicaid and Private Insurance billing and documentation requirements
- Ability to comprehend complicated state public health billing limitations and regulations for each program
- Knowledge of medical terminology and abbreviations
- Must have strong communication, analytical skills, and organizational skills
- Proficiency with Microsoft applications including Excel and Word. Computer skills that enable understanding and working within an EMR system
- Ability to work with minimal supervision and prioritize workload.

MINIMUM TRAINING AND EXPERIENCE:

- Graduation from High School and demonstrated possession of knowledges, skills and abilities gained through at least three years of medical billing/ medical office experience.  
*Or*
- Completion of a two-year secretarial science or business administration program with one year of responsible experience as mentioned above.  
*Or*
- An equivalent combination of education and experience

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CONDITIONS OF EMPLOYMENT:

Applicants must have a valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check will be conducted.

APPLICATION PROCESS:

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office, therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title.

A NC State Application Form (PD 107) and official high school and/or college transcripts must be submitted to:

Tammy Cody, Deputy Health Director

Address:  
Madison County Health Department  
493 Medical Park Drive  
Marshall, NC 28753

Or

Email:

[tcody@madisoncountync.gov](mailto:tcody@madisoncountync.gov)

CLOSING DATE: Position is open until filled.

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