



Madison County Health Department
493 Medical Park Dr.
Marshall, NC 28753

VACANCY ANNOUNCEMENT PROCESSING ASSISTANT V

SALARY: \$ 14.50/hour
LOCATION: Marshall, NC

Description of Work

This position is primarily responsible for billing and collection activities of the public health Department.

Essential Responsibilities

- Ensures adherence to billing practices by closely monitoring billing accuracy and productivity to enhance revenue. Analyzes third party billing correspondence by reviewing remittance advices to accurately adjust patient accounts. Reports trends, monitors billing outcomes to ensure agency meets highest revenue potential and reports findings to supervisor in a timely manner.
- Ensures accuracy of patient and third-party billing by reviewing individual statements and electronic claim reports to expedite payment. Works with all areas of the health department to provide consistent services for patients.
- Analyzes third party denials by reviewing remittances and unpaid claims report to resolve unpaid claims.
- Executes electronic submission of insurance and Medicaid claims and electronic posting of third-party payments to assure accurate account collection credit.
- Adjusts patient accounts by entering debits and/or credits to accurately reflect patient balances.
- Rebills adjusted claims to expedite payments.
- Actively maintains administration for all insurance portals and NCID.
- Participates in all aspects of Medicaid Transformation tasks as needed.
- Actively participating EMR software super user, problem solving, set up of system and meetings.
- Assists Health Director, Finance Manager, and Nursing Supervisor in projects and assignments when requested.
- Assesses and interprets policies and procedures to respond to situations which require policy

exceptions.

- Other duties as assigned.
- Attends trainings, workshops, and staff development activities

Knowledge, Skills & Abilities

- Ability to relate well and cooperate with public.
- Working knowledge of modern office practices and procedures including knowledge of computers and multifunction devices for copy/scan/fax.
- Knowledge of general telephone techniques and customer service practices.
- Knowledge of general filing procedures.
- Must be able to exercise initiative and sound judgment independently.
- Must be able to work with minimal supervision.
- Ability to analyze statistical information, recognize trends and patterns.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to understand and effectively carry out written and oral instruction.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to maintain program confidentiality, and ADA and civil rights compliance.

Minimum Education and Experience:

- Graduation from high school and demonstrated possession of knowledge, skills, and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administration program with one year responsible experience as described above; or an equivalent combination of training and experience.
- Specific knowledge of CureMD and Coding (CPT, HCPCS, ICD 10) is preferred.

Application Process:

Submit a [North Carolina State Application \(PD 107\)](#) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Health Department, 493 Medical Park Drive, Marshall, NC 28753 or email to jsomerville@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Date Posted: 9/14/2021
Closing Date: Position is open until filled