

- Communicate with Insurance Companies regarding billing program and issues related to Insurance Claim management.(Insurance denials/follow-ups, etc.)
- Insurance Credentialing
- Assist with Health Fairs,
- Attend Health Board Meetings and assist Registrar with minutes
- Coordinate, plan and pack for off-site immunization clinics when RN not available.
- Check and Document refrigerator temperatures daily, as needed, when RN not available.
- General secretary duties: answer phones, greet public
- Participates in Webinars related to insurance billing and software upgrades
- Participates in Preparedness Activities Assist with community preparedness activities as directed by the Daviess County Preparedness Coordinator or Incident Commander. Duties may pertain to but not limited to assisting with Point of Distribution security, logistics and demobilization.
- Collect monies from insurance reimbursement for vaccines and document into receipts program and billing software.

Knowledge of standard filing systems and ability to create and maintain Department and patient files.

Ability to operate standard office and medical equipment, such as computer, calculator, telephone, copier and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Health board members, ISDH, personnel from various health-related agencies, hospitals, schools, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult/distraught persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.
Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/coordinate work assignments, and perform basic arithmetic calculations.

Ability to maintain positive community support and present public speaking presentations and special events.

Ability to testify in legal proceedings/court.

Ability to occasionally respond to emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town for meetings/conferences, sometimes overnight.

JOB REQUIREMENTS:

High school diploma

College degree or college courses in Business, Nursing or related field (preferable not required)

Valid Driver's license

Strong communication and Team Building skills

Works well with others.

CMA or CNA skills preferred but not mandatory

II. DIFFICULTY OF WORK:

Working knowledge of standard office procedures and computer software programs used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare correspondence and documents as required.

Knowledge of standard policies, practices and legal requirements of the Department, with ability to effectively respond to inquiries, receive payments/fees and apply appropriate procedures accordingly.

Knowledge of basic filing systems and ability to maintain accurate and complete Department files and records.

Ability to operate standard office equipment including computer, typewriter, calculator, fax machine postage meter, copier and telephone.

Ability to effectively communicate orally and in writing with co-workers, other county departments, court personnel, general public including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace and personal conduct.

Ability to understand, memorize, retain and carry out written and oral instructions and present findings in oral or written form.

Ability to compare or observe similarities or differences in data, compile, analyze and evaluate data and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally apply knowledge of people and/or locations and perform simple arithmetic calculations.

Ability to occasional work extended evening and/or weekend hours.

Any other tasks that is needed or assigned based on daily activities

III. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with work priorities determined by service needs of the public. Incumbent receives indirect or occasional supervision with assignments guided by definite objective using a variety of methods or procedures.

Decisions are always determined by specific instructions or existing, well established policies and procedures and/or notification from other departments, agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, ISDH, personnel from various health-related agencies, Health Board members, hospitals, schools, and the public for purposes of maintaining cooperative work relationships, exchanging information, and providing education, information, and efficient health care services.

Incumbent reports directly to Public Health Nurse and Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a medical office setting, involving sitting/walking at will, sitting/standing for long periods, keyboarding, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Incumbent maintains considerable contact with the public and may be exposed to difficult persons or crying/screaming/struggling children.

Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally travels out of town for meetings/conferences, sometimes overnight. Incumbent occasionally responds to public health emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Second Deputy, Billing Specialist, for the Daviess County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name