



MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

125 East Second Street · Monroe, Michigan 48161- 2197

Telephone (734) 240-7295 · Fax (734) 240-7266 · Toll Free (888) 354-5500 Ext 7295

JOB VACANCY ANNOUNCEMENT

DATE OF POSTING: August 16, 2017

DEPARTMENT: Health Department

POSITION: Part Time Billing Specialist

SALARY: Non Union - Wage Schedule Grade 6
▪ \$13.05/per hour

REQUIREMENTS: High school diploma or equivalent. College coursework of 2 years (Associate Degree) or more preferred with coursework in medical billing and coding. Two to three years experience related to accounting work and procedures and medical billing practices, preferably in an automated environment, knowledge of medical terminology is helpful.

SUMMARY: Under the supervision of a higher classified employee, is responsible for submitting medical claims and follow up with insurance companies as needed. Receipts and processes payments, prepares financial transmittals and statements, reviews financial documentation of services provided to clients to ensure accuracy and posts payments to the correct accounts. Performs clerk tasks in support of assigned programs. Assists in enrolling clients in health programs. Completes client files and maintains record keeping systems. Communicates work progress, on a consistent & regular basis, with division manager, staff and outside sources. Performs related work as assigned. Work schedule must correspond with date specific duties.

Contact the Monroe Human Resources Department:
An Equal Opportunity Employee

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