

## **ESSENTIAL DUTIES AND RESPONSIBILITIES – COORDINATOR I - BILLING**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below is a list of essential duties and responsibilities. Other duties may be assigned.

- Processing Medicaid/Medicare/private insurance billings, payments, charge-offs.
- Monitors timeliness of responses of billings to and payments from Medicaid/Medicare/private insurance. Research rejections/exceptions for validity.
- Maintains accounts receivable reports for balances due the Health Department.
- Records/posts daily deposit receipts for the Health Department into CHAOS. Tracks “returned check” activity and records appropriate entry into CHAOS making the appropriate notifications/reports to County Auditor’s office and affected Departments of the Health Department. Tracks/monitors distribution, receipt of, and outstanding client/bank summary receipts to ensure that all receipts have been properly accounted for and the monies recorded into our financial records.
- Other routine finance/accounting functions which include but not limited to: the reconciliation of various financial records, readying various billings for submission to the County Auditor’s office for payment, filing, processing of various expense reimbursement requests to grantors/contractors according to the grantors/contractors guidelines.
- Establishes contractual arrangements with new Third party insurance plans.
- Credential/Re-credential both WCHD clinic listing and individual providers (MD & ANP).

### **PERIODIC DUTIES**

- Process various Medicaid, Medicare, private insurance billings to the appropriate vendors.
- Creates a yearly based standardized fee level for all CPT & HCPC codes and ties the fee and appropriate SFS levels on Grant software.
- Monitors billed fees versus allowed value for each CPT/HCPC codes.
- Works yearly on collecting documentation and completes areas of Grant Analysis.
- Watches and follows up on non-billed encounters when the patients are eligible for Third party insurance payment on services WCHD provided.
- Record/post daily deposit receipts to CHAOS and MUNIS.
- Process expenses reimbursements requests to various grantors/contractors.
- Distribute, receive, and monitor client/bank summary receipts activity.
- Review, record, and report “returned check” activity.

- Financial records reconciliations.
- Miscellaneous accounting duties including research, filing, posting, etc.
- Assists various Health Department staff in training on Medicaid, Medicare, DAQ and private insurance billing issues.
- Establishes procedures for WCHD clinics.