



FRY FIRE DISTRICT

"Always Willing Always Ready"

Job Announcement

Position: Part-Time Ambulance Billing Technician

Recruiting Period: Applications will be accepted beginning April 22, 2019 and close May 10, 2019 @ 1700 hours. Applications can either be printed online or picked up at the Fry Fire District (FFD) Administrative Office, located at: 4817 S. Apache Ave., Sierra Vista, AZ 85650.

Introduction: This is a part-time position with the Fry Fire District with a schedule that may range from 15-28 hours per-week. Pay is \$17.66 / hour. Benefits include: earned paid sick time which accrues at a rate of 1 hour per every 30 hours worked.

Job Overview: The Ambulance Billing Technician will report to the Ambulance Billing Supervisor and perform data entry, follow-up with patients and their insurance companies, and management in support of ambulance billing and other clerical duties in order to ensure reliable delivery of ambulance billing and collection services.

Ideal Candidate: The ideal candidate will have experience in ambulance billing, medical coding, and other data management. In addition, the ideal candidate will have experience with Central Square Billing Software, Experian Health OneSource, HealthEMS, and ImageTrend. Candidates must have the ability to provide exceptional customer service in a fast-paced environment while working independently, communicating effectively, and working collaboratively with other FFD personnel and members of the public. Applicants with any prior convictions for fraud or theft against Medicare / Medicaid will not be eligible for the position. Spanish proficiency is desirable.

Application Procedure: Interested applicants must submit a completed application form no later than May 10, 2019 @ 1700 hours to:

Fry Fire District, 4817 S. Apache Ave., Sierra Vista, AZ 85650.

Applications received after the deadline will not be considered. Resumes are appreciated but will not be accepted in lieu of an application.

Those applicants whose qualifications are deemed best suited for the position will be contacted for a written test and oral interview. Applicants will be subject to post-offer, pre-employment drug screening and a criminal background review. Post-hire probationary period is one (1) year.

FIRE DISTRICT

PART-TIME AMBULANCE BILLING TECHNICIAN

SUMMARY

The Ambulance Billing Technician is responsible for assigned duties in the Support Services Division under the direction of the Ambulance Billing Supervisor. The Billing Technician is primarily responsible for data entry and management related to ambulance billing and collection. The Billing Technician may also be required to assist the Administrative Assistant or the Fire Chief with correspondence, reports, and records; and to act in the absence of other administrative personnel on a temporary basis.

The Billing Technician reports to the Ambulance Billing Supervisor and works cohesively with other members of the Support Services Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Outstanding customer service skills are required.

The Billing Technician will work a part-time schedule to be determined by the Ambulance Billing Supervisor. They perform ambulance billing, collections, inquiries, and follow up activities and are responsible for associated forms and correspondence completion.

The Billing Technician receives and answers inquiries from the public, ambulance billing contract representatives and other department members both in person and by telephone.

The Billing Technician provides reports as requested by the Fire Chief and Administrative Assistant for various legal and administrative reporting requirements.

The Billing Technician may be required to provide information and assistance to the public and other employees regarding non-ambulance related inquiries. Must develop an understanding of the mission and scope of the Fry Fire District.

The Billing Technician shall maintain a high level of confidentiality when dealing with other members of the department and the public.

This job description is not intended to be all-inclusive and the Ambulance Billing Technician will also perform other reasonably related duties as assigned.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of monetary collections and procedures. Knowledge of EMS system, specifically as pertains to medical and Technical jargon, billing and collection practices.

Knowledge of Medicare and Medicaid rules and procedures.

Educated in HIPPA practices. Must keep all personal patient information confidential.

Knowledge of computer applications and general office management Techniques. Experience working with the following software is preferred: TriTech Ambulance Billing Software, Experian Health OneSource, HealthEMS and Image Trend.

Ability to organize, plan and manage multiple priorities and work effectively with others.

Ability to work in a busy atmosphere which includes frequent interruptions.

Ability to communicate (oral and written) and complete tasks without constant supervision.

Ability to maintain confidentiality of department related matters and work as part of a team effort.

National Academy of Ambulance Compliance - Certified Ambulance Coder preferred.

EDUCATION, TRAINING and/or EXPERIENCE

High School diploma or GED equivalent required. College, university or an equivalent amount of experience and acceptable training in a trade, technical or business environment in an appropriate field of study for job duty requirements is desired.

A minimum of two years work experience in which the following skills were performed: billing and accounts receivable, public interaction (complaints, inquiries, etc.) especially in the areas of EMS, Medical and general clerical duties, or an equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and interpret written customer requests and insurance explanation of benefits (EOB's). Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports and correspondence. Ability to speak effectively to patients in person or via telephone. Bilingual applicants are encouraged to apply.

Ability to multiply, divide, add and subtract. Sufficient ability to interpret payment, interest, and write off calculations.

Ability to apply basic logic and scientific thought to routine daily activities.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract. I understand and accept the responsibilities defined in the above referenced job description.

(Signature)

(Date)