

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Accounting Clerk IV (Position #2-3)
LOCATION: Craven County Health Department
HIRING RANGE: \$26,853 - \$28,145
JOB TYPE: Full time/Permanent/Non-Exempt
POSTING DATE: October 28, 2013
DATE AVAILABLE: December 4, 2013
CLOSING DATE: November 11, 2013

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to act as system administrator for the Home Health-Hospice vendor software; assist employees with computer related issues; act as liaison between Home Health-Hospice and IT Department; track physician orders and other physician related documents as required by Medicare and Medicaid; act as lead clerk for the front office and oversee the work of one Processing Assistant III; provide clerical support and enter invoices into County system for payment.

ESSENTIAL JOB FUNCTIONS

Assists all staff with computer related issues as requested. Trains new staff to use Home Health-Hospice Software as directed by a Supervisor. Interacts with other County personnel to obtain information as related to position. Is in contact with insurance companies to obtain information or authorization for billing. Assists in answering and screening incoming telephone calls from physicians, their office staff and families/patients, takes messages and dispatches appropriately. Uses computer generated reports for tracking status of clinical documents required for compliance with Medicare and Medicaid regulations.

ADDITIONAL JOB FUNCTIONS

Ability to answer inquiries and coordinate a variety of resources in acquiring information. Ability to organize and effectively process and maintain agency records and files. Good communication skills in dealing with managed care/reimbursement personnel.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school with courses concentrated in the areas of data entry, medical terminology and two years of clerical experience. Experience with computer file management a plus. Knowledge of Medicare, Medicaid and private insurance to prepare home care claim for billing. Requires good data entry skills with knowledge of personal computer systems. Background in accounting, bookkeeping or general ledger.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4920.

Craven County is an Equal Opportunity Affirmative Action Employer.

