

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Patient Relations Representative IV
LOCATION: Craven County Health Department
HIRING RANGE: \$27,390 - \$28,708
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: August 7, 2015
DATE AVAILABLE: August 26, 2015
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

Primary purpose is to validate patient account information via the patient encounter form and various clinical records to ensure correct billing for services rendered and post to Accounts Receivable ledger. Follow-up to this is the billing of Medicaid, self-pay patient debts and insurance filing with is a revenue source projected in our current operating budget. This position is a part of the Administrative/Accounting Unit in the Health Department.

ESSENTIAL JOB FUNCTIONS

This position is responsible for billing patient insurance to providers. Posting accounts to the accounts receivable ledger. Providing financial counseling to patients regarding the current balance for services. Billing self-pay patients weekly. Data entry into the State and in-house software programs regarding patient statistics. Updating the Health Department debt set-off ledger and balancing ledger weekly. Respond to billing and coding inquiries from clinical staff, clerical staff and patients. Contact insurance companies for unpaid claims and patient verification. Mail bills to patients for denied insurance claims. Provide the Administrative Officer with monthly reports. Interface with County Finance Office in attempt to collect bad checks.

ADDITIONAL JOB FUNCTIONS

Assist in the preparation of county budgets, as required. Provide back-up to a number of accounting positions within the Administrative Unit. Perform related work, as may be required.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

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 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

