

City of Kansas City, Missouri Job Class Specification

Job Title: MEDICAL BILLING SPECIALIST II

Department:

Grade:

FIRE

Job Code: 1154

Status: NONEXEMPT

L-6

Summary

This position involves staff assistance, administrative and operational work to include medical billing within the KCFD Medical Bureau Billing Department.

Work involves responsibility of assisting assigned departmental personnel with current and longrange administrative and operational duties. Specific work assignments and instructions are given with all new work assignments; however, as experience is gained, incumbents are expected to apply basic principles and practices of the profession and perform increasingly difficult and professional work. Work is reviewed by administrative and professional superiors through conferences, written reports and results achieved.

Duties and Responsibilities

- Maintains and promotes goodwill and positive citizen and patient relations.
- Follow up on insurance, billing and ambulance service requests, monitors status and outcomes, then advises complainants.
- Assists in conducting interviews and surveys to collect Medicare/Medicaid audits and additional documentation requests information to be used in administrative, fiscal, budgetary, operational, and procedural analysis.
- Compiles and calculates patient and insurance data in planning, implementation and evaluation of billable claims paid or not paid.
- Follows up on insurance appeals, monitors account status and outcomes, and then advises patients accordingly.
- Receives, processes and monitors account outcomes processed by outsourced vendor, by reviewing, editing, and correcting problems and issues.
- Accesses technological on-line resources such as the City's email and request processing systems to provide patient information and medical records via Sunshine records request.
- Provides patient information and records to attorneys, government agencies and law enforcement concerning elder abuse, motor vehicle fatalities, homicides and suicides.
- Assist other employees in special medical billing gues and payment processing.
- Educates the public on the role of the KCFD medical billing department in resolving ambulance billing services requests.
- Performs related duties as required.

Technical Skills

Knowledge of:

The principles and practices of KCFD Medical Bureau Billing Department. Applicable research techniques, methods, and procedures.

Working knowledge of:

Applicable laws, regulations, procedures, and processes governing the receipt and expenditure of public funds.

Ability to:

Properly interpret and make decisions in conformance with established laws, regulations, and policies in compliance with HIPAA policies and procedures. Collect, analyze, and interpret data and submit oral and written reports. Establish and maintain effective working relationships with employees and insurance companies.

Education and Experience

High school graduation or GED and five (5) years of public or private sector experience in medical billing.

OR

An equivalent combination of education and experience.

Certificates/ Licenses/Special Requirements

May be required to obtain a Coding Specialist Certificate or an Ambulance Coder Certification. Must pass a background check as prescribed by the City.

Supervisory Responsibility

None.

Supervision Received

Work is performed under general supervision with considerable latitude for the exercise of independent judgment.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

5/23

Revised