



<b>Technical Skills</b>	<p>Knowledge of:  The principles and practices of KCFD Medical Bureau Billing Department. Applicable research techniques, methods, and procedures.</p> <p>Working knowledge of:  Applicable laws, regulations, procedures, and processes governing the receipt and expenditure of public funds.</p> <p>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.</p>
<b>Education and Experience</b>	High school graduation or GED and four (4) years of public or private sector experience in Medical and Medicaid Medical Billing and or four (4) years customer service experience.
<b>Certificates/ Licenses/Special Requirements</b>	May be required to obtain a Coding Specialist Certificate or an Ambulance Coder Certification. Must pass a background check as prescribed by the City.
<b>Supervisory Responsibility</b>	None.
<b>Supervision Received</b>	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.
<b>Created</b>	05/23
<b>Revised</b>	03/25