Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: MEDICAL BILLER (Provisional* Appointment)

SALARY: $32,242 - $40,891 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:
This position is located at Monroe Community Hospital and is responsible for the timely submission of medical claims to insurance companies including Medicare and Medicaid. Duties involve tracking outstanding balances owed, maintaining payment records of patients/residents and patients, making payment arrangements, and collecting on past due accounts while adhering to professional standards, hospital policies and procedures, and federal, state and local requirements. The employee reports directly to, and works under the general supervision of a Patient Account Manager or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma plus two (2) years paid full-time or its part-time equivalent experience in health care billing.

SPECIAL REQUIREMENTS:
Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:
Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: December 8, 2021

Posting Deadline: Until Filled

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.