



## BILLING SPECIALIST

Knox Public Health has a full-time Billing Specialist position open in our Fiscal Division. Under the direction of the Fiscal Director and Fiscal Supervisor the responsibilities of this position will include but not be limited to:

- Coordinates, implements and processes all billing for the Community Health Center including, but not limited to:
  - Incoming payments
  - Proper coordination with the billing companies/insurances
  - Various tasks within Electronic Medical Records (EMR)
- Collects & receipts money from the community health center on a daily basis
- Processes EFTs received from the county treasurer office, reconciles and receipts in to the fiscal software and completes daily deposits to the county auditor office, reconciles to the EMR
- Maintains record of transactions and services rendered
- Reconciles patient payments from the EMR and receipts into the fiscal software on a daily basis
- Collects, receipts and post patient payments from the incoming mail on a daily basis
- Manages patient account incoming calls
- Manages the weekly collections report sent by the billing company, as required
- Processes billing from external business, as required
- Meets all job and safety requirements applicable to OSHA safety standards that pertain to essential functions and is bonded
- Completes continuing education sessions, as required
- Attends staff meetings and training sessions as required
- Maintains proper licensure and/or certificates
- Performs other related duties as assigned or requested

Minimum Requirements of the position:

- High school diploma required
- Administrative Assistant (fiscal/accounting) technology certificate preferred.
- Minimum of 5 years' experience in finance/accounting
- Advanced verbal and written communication skills
- Proficient organizational skills and attention to detail
- Experience with Microsoft Word, PowerPoint, and Excel and excellent computer skills
- Professional discretion and interpersonal skills
- Exceptional time management skills
- Ability to multitask and prioritize tasks

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your **resume and application** to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to [resume@knoxhealth.com](mailto:resume@knoxhealth.com). Application can be found at [www.knoxhealth.com](http://www.knoxhealth.com).

*Knox Public Health is an Equal Opportunity Employer Provider.*

**Knox Public Health regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:**

**Human Resources  
Knox Public Health  
11660 Upper Gilchrist Road  
Mount Vernon, OH 43050**

**Resumes can also be sent via email to: [resume@knoxhealth.com](mailto:resume@knoxhealth.com)**