



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Coding and Billing Specialist**
Jurisdictional Class: Competitive
Civil Division: Cayuga County
Adoption: CSM 9/11/13
Revised: CSM 1/9/14

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Community Mental Health Department and involves responsibility for performing specialized clerical work requiring familiarity with complex medical coding and billing procedures for outpatients. Activities include consistency and compliance with facility policy and standards of accrediting and regulatory agencies. The incumbent is supervised by an assigned supervisor with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of one or more clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Independently performs complex coding for outpatients, charging and reconciliation of complex accounts related to psychiatric services;
Monitors daily revenue reports and patients' schedules to ensure payer information is complete and accurate;
Investigates and resolves charge and billing code issues;
Routinely reviews compliance tracking emails, coding journals and modality newsletters for updates;
Checks and verifies patient insurances;
Collects, posts and manages patient payments;
Sorts and files paperwork;
Handles patient information regarding treatment, diagnosis and related procedures to ensure proper coding;
Follows up on insurance claims;
Prepares billing for Medicaid, Medicare, private insurances and self-pay individuals;
Tracks statistical reports as required;
Utilizes an electronic medical record system;
Operates office equipment such as computers, fax and copy machines;
Posts charges and payments;
Supervises and participates in billing-related activities;
Does related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the concepts, procedures and practices of modern medical records and billing;
Good knowledge of medical terminology;
Good knowledge of the uses and limitations of primary and secondary medical records;
Working knowledge of pertinent federal, state, departmental and accrediting agency legal and policy requirements and regulations relating to the maintenance and release of medical records information;
Ability to ensure the confidentiality of all patients, company and other relevant information under HIPAA guidelines;
Ability to work independently in a fast-paced environment;
Ability to communicate effectively both orally and in writing;
Ability to supervise the work of others;
Ability to establish and maintain effective working relationships with other employees and the public.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma AND either:

- (A) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in Health Information Technology or Medical Records Technology; OR
- (B) Certification in coding and billing, plus one (1) year of experience in a medical setting performing billing tasks; OR
- (C) Five (5) years of coding and billing experience in a medical setting.