



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

JOB SPECIFICATION

Civil Service Title: **Medical Billing and Records Specialist**
Jurisdictional Class: Competitive
Civil Division: Cayuga County
Adoption: CSM 01/09/13
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Skilled Nursing Facility and involves responsibility for performing specialized clerical work requiring a familiarity with medical terminology and procedures. The incumbent transcribes medical terminology from tape and typing records, prepares and processes medical bills, reports and correspondence, and maintains medical records. Activities include consistency and compliance with facility policy and standards of accrediting and regulatory agencies. Positions in this class are characterized by the performance of technical medical records activities requiring the application of a practical knowledge of medical terminology, anatomy, and physiology. The work is performed under general supervision of a higher-level employee and members of the medical staff with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision of the work of others is not a responsibility of employees in this class. The incumbent does work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains admissions, insurance and discharge information in computer system for all residents;
Prepares Medicare Part A, Part B and nurse practitioner information and /or actual bill to be sent to billing company;
Prepares third-party billing;
Researches and utilizes diagnostic codes for MDS (Minimum Data Set) and billing submission;
Prepares information for third-party appeals;
Maintains medical records system including closing and preparing protocol;
Submits MDS (Minimum Data Set) reports;
Transcribes medical reports;
Prepares computer reports as directed;
Tracks statistical data as needed;
Does related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods and practices of modern medical records, billing or transcription;
Working knowledge of pertinent Federal and State, departmental and accrediting agency, legal and policy requirements and regulations relating to the maintenance and release of medical records information;
Ability to prepare routine and special tabulations, analyses and presentations;
Ability to establish and maintain effective working relationships with other employees and the public;
Good knowledge of medical terminology;
Good knowledge of the uses and limitations of primary and secondary medical records;
Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

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

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Health Information Technology or Medical Records Technology; OR
- B) Two years of experience in a medical doctor's office, hospital or skilled nursing facility which shall have included medical transcription or billing or admission duties; OR
- C) An equivalent combination of experience and training as outlined by the limits of (A) and (B) above.