

County of Santa Cruz

INVITES YOU TO APPLY FOR:



SENIOR MEDICAL BILLING TECHNICIAN

Supplemental Questionnaire Required

Open and Promotional
Job # 23-MB6-01

Salary: \$5,885 – 7,438 / Month

Closing Date: Friday, October 20, 2023

THE JOB: Under direction, to lead and supervise a section of medical billing business office, with staff performing varied and complex medical billing accounting work, or other units performing similar work through subordinate supervisors with business office accounting functions of moderate complexity; and to do related work as required. **The current vacancy is in the Health Services Agency. The list established from this recruitment will be used to fill the current vacancy and any future vacancies during the life of the list.** *The option for remote work may be available based on the type of work and operational needs.*

THE REQUIREMENTS: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

The equivalent of three years of full-time experience in the class of Medical Billing Technician or in an equivalent or higher clerical class performing medical billing or medical accounting in a County Health Services Agency or other similar environment.

OR

The equivalent of four years full time experience performing medical billing or medical accounts receivable functions; **AND** possession of one (1) of the following valid certifications (current): Certified Coding Specialist (all types) or Registered Health Information Administrator or Registered Health Information Technician or Certified Professional Coder (all types), or one year of similar experience in a medical setting outside of the County's medical services, or completion of an accredited medical billing and coding program at a college or institution of higher education.

SPECIAL REQUIREMENTS: Successful completion of a fingerprint background check.

Knowledge: Thorough knowledge of medical billing accounting methods, practices, terminology, and insurance claim processing procedures; billing and patient accounting within practice management systems; revenue cycle billing transactions and reconciliation processes; business office organization, procedures, and practices; and record keeping systems using mathematical and analytical skills. Working knowledge of basic medical and current procedural terminology; pricing for health care services; EPIC or similar electronic health record system; and governmental and private insurance programs. Some knowledge of medical billing for federally qualified health centers; workflow development for billing and



medical support staff; and coordination and testing for billing problem resolution within practice management systems.

Ability to: Plan, assign, supervise and coordinate the work of employees performing complex medical billing accounting functions; devise and adapt work procedures and record keeping systems to meet changing needs; troubleshoot errors related to billing activities; understand, interpret and apply laws, rules and written and verbal directions; research and apply legal requirements associated with medical billing practices and related accounting transactions; use computerized systems to enter, retrieve and perform data analysis; establish and maintain effective working relationships with all levels of medical, professional, administrative and support personnel contacted in the course of work; write neatly and legibly; spell correctly and use correct business English, Spanish may also be required.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, and people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

SENIOR MEDICAL BILLING TECHNICIAN - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Describe your medical billing experience within an electronic health record system(s), including transactions you were responsible for.
2. Provide an example of a technical billing issue that you resolved, including identification of the problem and steps that you took to reach resolution.
3. Explain your experience researching medical billing requirements to ensure payer compliance, including regulatory sources you have used to obtain billing guidance.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employees may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit is determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

LIVE Here

WORK Here

PLAY Here