

EMS BILLING MANAGER FIRE & RESCUE DEPARTMENT

NON-EXEMPT
SALARY LEVEL: Grade 16

JOB CODE: 163
DATE: 9/30/11

SUMMARY: Performs difficult technical work planning, managing, organizing and directing the City's EMS billing program to maximize revenue while minimizing the impact on citizens. Work is performed under general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- Ensure HIPAA compliance throughout the EMS billing program.
- Coordinate and develop electronic patient care reporting and related operational services.
- Coordinate public and internal educational activities.
- Manage the contract for billing services.
- Perform or supervise auditing and compliance/program reviews of related Department regulations and procedures.
- Supervise the preparation of reports and other accounting aspects of the program.
- Develops and implements policies and procedures.
- Coordinate all aspects of contract oversight with billing vendor.
- Ensure efficient service is provided to customers and insurance companies, and all Medicare and Medicaid requirements are met, as well as private insurance requirements.
- Work with WFRD systems management and City of Winchester Information Technology Department to manage and oversee program information systems, database and statistical programs operations.
- Respond to inquiries and complaints from the public, insurance companies, lawyers, etc. while maintaining HIPAA compliance.
- Establish controls to be required of the vendor to ensure accurate accounting for ambulance fee payments.
- Work with the Finance Department to ensure all revenues are appropriately collected and posted to comply with the generally accepted accounting principles (GAAP).

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and experience equivalent to an Associate's Degree related to finance, medical billing, accounting or business administration is required. A Bachelor's Degree is preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license.

Language Skills: Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English. Incumbent must be able to speak articulately in person and on telephone.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required Physical Activities: Walking, talking, stooping, kneeling, bending, reaching, and gripping. Incumbent may be required on occasion to move and lift up to 30 lbs. (boxes, files, etc.); work long periods at a desk; walk over rough terrain on occasion. Must fully participate as required as a civilian member of an emergency response organization.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is generally conducted indoors under controlled temperatures. Occasional outdoor work could be required.

EQUIPMENT ESSENTIAL TO DO THE JOB: Telephone, copy machine, calculator, computer, typewriter, fax machine and printer.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

Approved:



Craig S. Gerhart, City Manager

September 30, 2011