

**IRON COUNTY
JOB DESCRIPTION**

POSITION: Clinic & Fiscal Support Clerk

DEPARTMENT: Department of Human Services

LOCATION: Courthouse

REPORTS TO: Financial Manager

SALARY: Grade 3

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

AODA/Mental Health Clinic – Support Functions

- Maintain a basic knowledge of CCS program guidelines, rules and services
- Review CCS case notes for accuracy and relevance to program requirements and plan
- CCS billing
- Track units, no shows and cancellations on a monthly and annual basis
- Input client demographics, units, and billing information into
- Complete required paperwork to become a participating provider for private insurance companies when necessary
- Renew Medicare and Medicaid certifications for clinic
- Track clinic revenues
- Coordinate therapist credentialing paperwork & files

Financial Unit - Support Functions

- Maintain filing system in office and storage room following mandated records retention laws and HIPPA Compliance standards
- Additional billing services of new and existing programs
- Accounts payable and receivable
- Assist with mailing & monitoring contracts
- Set-up & clean-up for meetings/trainings held in this office (when requested)
- Assist with cleaning/organizing storage room
- Shredding, copying, collating, binding or other paperwork as requested
- Other duties as assigned

Receptionist – Back-up

- Answer calls, assess nature of call and determine how call should be handled
- Assist clients at the front window
- Make copies and distribute paperwork to appropriate agency staff
- Accept payments for various programs and issues receipts
- Process/distribute incoming & outgoing mail
- Mail out requested information on Childcare, BadgerCare, FoodShare, etc

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

1. **A minimum of an Associate Degree in a related field with medical billing, accounting, bookkeeping and/or clerical experience in a clinical setting requiring confidentiality is preferred.**

AND/OR

2. **An equivalent combination of training and experience, which provides the required knowledge the required knowledge, skills and abilities, is preferred.**

AND/OR

3. **Training or experience in basic accounting procedures, including practices used in collection, and in processing claims for Medicare, medical assistance and private insurance.**
4. **Training or experience in operating and utilizing computers using a variety of word processing software, data bases and spreadsheets.**
5. **Experience or training in use of a variety of computer word processing programs.**

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. **Considerable knowledge of modern office practices and procedures.**
2. **Ability to perform a variety of clerical, billing and accounting tasks.**
3. **Working knowledge of business math, English, spelling, grammar, and good communications skills.**

4. Ability to understand and effectively carry out oral and written instructions.
5. Ability to read and interpret policy and program requirements to ensure billed services meet all requirements and guidelines to be reimbursed.
6. Ability to type at 50 words per minute and operate complex office machines and equipment.
7. Ability to utilize a wide variety of computer programs and software, including word processing, spreadsheets, database, e-mail, electronic scheduling, and internet use.
8. Ability to type neatly from plain copy or corrected manuscript.
9. Ability to type documents and correspondence.
10. Considerable understanding of agency programs, operations and policies with respect to functions performed.
11. Ability to establish and maintain effective public and working relationships.
12. Ability to maintain mental alertness, neatness and dependability.
13. Ability to maintain confidentiality in all aspects of work and to maintain records security.
14. Ability to work productively with minimum of supervision.
15. Ability to work flexible hours if necessary.
16. Ability to attend training as directed by the Financial Manager and/or Director.

Iron County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.