

**Lincoln County  
Job Description**

**Position Title:** Ambulance Biller

**Department:** Finance

**Pay Grade:** E

**FLSA:** Non-Exempt

**Date:** April 2024

**Reports To:** Finance Director

---

**Purpose of Position**

The purpose of this position is to perform work of a moderate degree of difficulty in ambulance billing.

Is responsible for the organization, preparation, submission and posting of Medicaid, Medicare, Private Pay and private insurance billings. Is responsible for the accurate maintenance of ambulance records and other related duties in accordance with policies and procedures established by Lincoln County. This position is responsible for the processing of billings for ambulance services, the receiving of payments for those services and the maintenance of payment records in a professional and confidential manner.

**Essential Duties & 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.

1. Posts payments received to patient accounts.
2. Prepares deposits in the absence of the Finance staff.
3. File insurance claims for ambulance service to appropriate insurance carriers.
4. Makes follow up contacts with Medicare, Medicaid, private insurance and individuals when billing problems or errors occur. Follows up on delinquent accounts.
5. Process denials of insurance claims.
6. Prepares and distributes invoices/statements for ambulance service.
7. Stays current on Medicare and Medicaid policies and industry standards.
8. Stays current on HIPAA rules and regulations.
9. Files and maintains accurate documentation.
10. Performs related duties as assigned by the Finance Director.

**Essential Department Duties & Responsibilities** (Specific departmental duties may change from time to time depending on the needs of the department and the division of duties between the office staff.):

**Minimum Training and Experience Required to Perform Essential Job Functions**

1. High school graduation required. One or more years of bookkeeping experience or training required.
2. Computerized billing experience, PC and computer network experience is preferred.

3. Must have the ability maintain accurate and complete financial records of a moderate degree of technicality.
4. Must have the ability to work independently, organize and prioritize job duties within scheduled time limits. Must be able to handle highly detailed and confidential work.
5. Must have the ability to read, write and spell in English. The ability to understand math concepts of a moderate degree of difficulty is required. Must possess accurate typing skills.
6. Must have knowledge of Medicare, Medicaid and individual insurance guideline and claims filing policies and have the ability to keep aware of changes with the guidelines.
7. Must be knowledgeable of medical coding and terminology
8. Must be able to communicate effectively in person and by phone with intermediaries to investigate and resolve billing problems and with computer professionals to resolve any software or hardware problems.
9. Must be honest, dependable and able to establish and maintain professional relationships with collateral contacts, responsible parties, and other staff.
10. Must be able to maintain entrusted confidential information.
11. Must have a valid Wisconsin Driver's License.
12. Must adhere to departmental dress code.
13. Must be able to safely perform the Essential Job Functions with or without reasonable accommodation.
14. Must have knowledge and understanding of HIPAA laws and regulations.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Requirements**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.

- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

#### Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Working knowledge of general ledger systems.

#### Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

#### Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including financial statements, journal entries, budget requests, government accounting manuals, State statutes, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including financial reports, budgets, journal entries, department reconciliations, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting terminology.
- Ability to communicate effectively with the Finance Director, and other County staff verbally and in writing.

#### Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

#### **MENTAL FUNCTIONING REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Must be able to concentrate on moderate to fine detail with regular interruption (computer entry and posting) with frequent interruption from phone calls, and questions. Must be able to set priorities, establish routines and maintain work schedules in an efficient manner to meet daily, weekly, monthly and yearly deadlines. Must be able to remember numerous task assignments of a complicated nature and apply those over time and under changing conditions, standards and procedures. Must have the ability to adapt to new situations quickly and make modifications in work procedures and standards. Must be able to remain calm, polite and pleasant in busy situations, responsible parties, intermediaries

and staff. Must be able to understand and relate numerous complicated ideas and concepts. Must be able to understand how different complicated ideas and concepts interrelate and affect one another. Must be able to extrapolate information and data from the computer to complete reports on request of the Finance Director

**Lincoln 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.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:**

Must be able to remember and follow emergency procedures.

This job description is not intended to be all inclusive. The employee will also perform other reasonably related duties as assigned by the Finance Director.

Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract for employment.

I have read and understand this job description. I agree to accept the duties and responsibilities as outlined.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date