

Greene County Mental Health Job Announcement – MENTAL HEALTH CLAIMS PROCESSOR

Hourly: \$21.62 (Grade 11, Step 0)

***This is a full-time, provisional appointment.
Permanent appointment is contingent upon Civil Service examination.***

This is an important clerical position involving the responsibility for assisting with and maintaining client records and accounts within the Mental Health Department. The incumbent is responsible for bank deposits; billing Medicare, Medicaid and third party health insurance, vouchering of invoices and maintaining general ledger as well as maintaining client, provider and clinician records. The duties are performed under the general supervision of the Mental Health Fiscal Officer with some leeway allowed for the use of independent judgment in dealing with clients and providers following established agency policy. Supervision will be exercised over the subordinate clerical positions. Does related work as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of insurance industry terminology; Working knowledge of billing and payment procedures; Some working knowledge of Medicare eligibility, Medicaid, and third party insurance; Ability to learn health insurance programs, administration, and procedural requirements; Ability to prepare reports; Ability to supervise, train, and review the work of others; Ability to use a computer and required software; Ability to communicate effectively orally and in writing; Ability to establish and maintain working relationships with others; Sound judgment; Resourcefulness; Integrity.

MINIMUM QUALIFICATIONS:

A. Associate's Degree in Accounting, Business, or a closely related field **and** two (2) years of experience in the maintenance and processing of insurance claims and financial accounts, which **must** include one (1) year of supervisory experience;

OR

B. Graduation from high school or possession of a high school equivalency diploma **and** four (4) years of experience in the maintenance and processing of insurance claims and financial accounts, which **must** include one (1) year of supervisory experience;

OR

C. An equivalent of training and experience as defined by the limits of A & B above.

NOTES:

- Experience working with electronic claims submission and remittance is beneficial but not a requirement for this position.
- Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and back ground check.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. ***You may include a resume but do not substitute a resume.***

Applications can be obtained at:

<https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com on or before **March 24, 2023**.