



Clinton County Health District

Public Health - Prevent. Promote. Protect.

111 S. Nelson Ave. Suite 1
Wilmington, Ohio 45177
info@clincohd.com
937.382.3829

NURSING ACCOUNTS SPECIALIST – CLINTON COUNTY HEALTH DISTRICT (POSTED 12/20/2024) Resumes will be accepted until the position is filled.

Nursing Accounts Specialist position available, Full time or part time. Salary range \$20-\$22 per hour; contingent on qualifications and experience. Fringes include PERS, Mandatory Medicare, Medical Insurance, Workers' Compensation, paid vacation, and sick leave after probationary period.

As a Nursing Accounts Clerk, you will play a vital role in managing and maintaining accurate patient and financial records related to nursing services. The Nursing Accounts Specialist is responsible for organizing patient billing and invoice processing. Duties include calling patients to discuss payment, develop reasonable payment plans, entering patient data into administrative systems, recording information about outstanding claims, documentation of each step in the billing process, managing patient information in a billing software database, investigating system errors, and pursuing information about denied claims to collect payments on a quick timeline. Assisting the Nursing Director with reports and other duties as delegated.

Position Requirements:

- Bachelor's degree in accounting, healthcare administration, or related field preferred. Will consider those with an associate degree in health information management technology or related field.
- Two years of experience in a medical office; medical billing/collection experience or similar office experience is preferred.
- Ability to efficiently multi-task while demonstrating a strong work initiative.
- Knowledge of medical terminology, billing/collection processes, and insurance billing/coding (ICD-10 and CPT) helpful but not required (will train).
- Familiarity with the intricacies of local, state, and federal billing regulations and the specific demands of third-party insurance programs helpful but not required (will train).
- Skilled in querying databases and generating reports.
- Adeptness in operating PC hardware, essential software (such as Microsoft Office), email, and various office equipment (e.g., copier, fax, scanner, telephone, etc.) is essential.
- Demonstrate a strong commitment to customer service, adept in both verbal and written communication, and skilled in delivering impactful presentations.
- Strong interpersonal skills with a keen awareness of cultural sensitivity and competence is a must.
- A valid Ohio driver's license with ongoing proof of auto insurance.
- Current CPR certification is a plus.
- Experience with eClinicalWorks (eCW) is helpful.



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JOB RESPONSIBILITIES INCLUDE:

- Maintain up to date knowledge of billing procedures and regulations in accordance with HIPAA, CMS, and ACA.
- Verify insurance eligibility and level of benefit coverage for clients.
- Respond to patient/citizen requests including records and scheduling.
- Submit billing data to the appropriate insurance provider.
- Process claims and resolve denial instances.
- Proficiency in eClinicalWorks program (will train).
- Ensuring precise and thorough documentation of payments received from providers, while also diligently maintaining the latest records and balances.
- Achieve maximum reimbursement for services provided.
- Execute, manage, and offer detailed reporting for a variety of nursing programs.
- Ability to multitask and work efficiently in a fast-paced environment.
- Assist with CPR instruction to the community.
- Assist with education on various public health topics to the community.
- Participate as requested in the event of a public health emergency.
- Dedicated to a culture of continuous quality improvement.
- Other duties as assigned.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI). Email resume, professional references and salary requirements to Michaella Quallen, Director of Nursing at mquallen@clincohd.com. These items must be sent as requested and will not be accepted through social media.

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate Supervisor, Department Head or Governing Body.



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