



DUTCHESS COUNTY
CLASS SPECIFICATION

JOB TITLE:
Billing Manager

DATE ADOPTED: 01/01/88

LAST REVISION: 10/27/22

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DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for coding all requested inpatient medical records using the most accurate and appropriate classification system in accordance with regulatory coding guidelines, best practices in the industry and departmental policies and procedures, while maintaining quality and productivity requirements. Work is performed under the general supervision of the Director of Fiscal Services with leeway permitted for the exercise of independent judgement to carry out program objectives. Supervision may be exercised over the work of support staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Coordinates and directs the activities of billing operations while following department protocol;
2. Ensures guidelines and regulations for State, Federal, and payer requirements are complied with;
3. Submit timely and accurate electronic and/or paper claims;
4. Researches, troubleshoots and rebills claim denials and rejections in a timely manner;
5. Communicates with insurance companies as needed to resolve claim issues and sends corrected claims;
6. Verifies eligibility and benefits with various carriers;
7. Audits current claims for errors;
8. Reviews all statistical reports to monitor trends, determines operational deficiencies and implements corrective action plans as necessary;
9. Assures that confidentiality of patient information is maintained without exception;
10. Attends all required meetings and activities, maintaining a professional affiliation to stay abreast of current trends and changes in legislation and industry best practices;
11. Recommends policy and procedure changes when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of billing and collection procedures; good knowledge of accounting principles and practices; good knowledge of billing systems and government payer systems, including applicable federal/state laws and regulations; good knowledge of insurance company practices; good knowledge of various software packages; good knowledge of office terminology, procedures and equipment; good knowledge of business English and arithmetic; ability to understand and interpret a variety of health insurance plans and coverage provided by insurance companies; ability to learn and use an automated billing system; ability to supervise the work of



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others; ability to communicate effectively, both orally and in writing; ability to maintain records; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree and (1) year of work experience in maintaining financial records which involved medical, insurance, or hospital billing and/or medical collection work;
- OR (B) Bachelor's degree and two (2) years of work experience in maintaining financial records which involved medical, insurance, or hospital billing and/or medical collection work;
- OR: (C) Associate's degree and four (4) years of work experience in maintaining financial records which involved medical, insurance or hospital billing and/or medical collection work;
- OR: (D) Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience in maintaining financial records which involved medical, insurance or hospital billing and/or medical collection work;
- OR: (E) An equivalent combination of education, training, and experience between the limits of (A) and (D) above

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/14		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Code: Para Professionals	FLSA Code: 07	WC Code: 8810-Clerical	NYSLRS Job Code:
REVISION HISTORY: 07/01/91 08/01/08			