

**RESOURCE ASSISTANT (MEDICAL BILLING)**  
**CHAUTAUQUA COUNTY DEPARTMENT OF FINANCE**  
**(2) FULL-TIME POSITIONS @ 40 HOURS/WEEK**  
**SALARY RANGE: \$24.42 - \$31.51/HOUR + BENEFITS**

The Chautauqua County Department of Finance is looking to fill two (2) Full-Time Resource Assistant (Medical Billing) positions within the Mayville, NY office. A Resource Assistant (Medical Billing) coordinates, sets operational standards and performs senior-level work activities in carrying out the medical billing function in an agency. Supervision is received from a higher-level account keeping staff member. Additional guidance concerning Medicaid, insurance and health services functions related to billing may be received from other staff. Occasional work assignment supervision may be exercised over lower-level account keeping and clerical staff. Does related work as required.

**Typical Work Activities:**

- Coordinates and leads the medical billing process to obtain revenue for services within the assigned programs;
- Develops rules and procedures for billing practices for third party medical insurance billing;
- Assists in the development and maintenance of fiscal policies for clinic operations;
- Provides guidance to clerical staff with regard to billing processes, procedures, and data entry;
- Secures insurance contracts;
- Works with contracted agencies regarding billing procedures mechanisms;
- Develops and updates appropriate forms for intake information and billing;
- Provides information regarding insurance opportunities for clinic users;
- Creates and provides program reports concerning billing for review by management;
- Acts as a resource for medical billing and Medicaid reimbursement for the medical billing function of the agency;
- Develops and carries out procedures for tracking and follow-up on claims to insurance carriers.

These positions are being filled on a provisional basis from approved applications received. A candidate appointed provisionally is required to take a competitive civil service exam at a later date.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Minimum Qualifications:** Possession of an Associate's Degree or higher from a regionally accredited or New York State registered college or university and three (3) years of experience that primarily involved performing billing for health or mental health services, or processing and approving claims for health or mental health services.