



Department of Human Resources & Civil Service

Job Announcement

Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **MEDICAL BILLER**
 (Provisional* Appointment)

SALARY: \$45,560 - \$51,307 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This position is located at Monroe Community Hospital and is responsible for the timely submission of medical claims to insurance companies including Medicare and Medicaid. Duties involve tracking outstanding balances owed, maintaining payment records of patients/residents and patients, making payment arrangements, and collecting on past due accounts while adhering to professional standards, hospital policies and procedures, and federal, state and local requirements. The employee reports directly to, and works under the general supervision of a Patient Account Manager or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus two (2) years paid full-time or its part-time equivalent experience in health care billing.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
435 EAST HENRIETT ROAD
ROCHESTER, NY 14620

Posting Date: December 1, 2023

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.