

**COORDINATOR OF MEDICAL RECORDS AND BILLING**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining medical records of inmates in the County Jail, and for the coordination of third party insurance claims activities to insure timely and cost efficient billing of medical costs to appropriate third party health insurance programs. Incumbents must be generally familiar with medical terminology and must have a good working knowledge of billing requirements relating to the Medicaid Program or other third party health insurance programs. Work is performed under general supervision of the Jail Physician or his/her designee with leeway for independently performing most job duties.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Compiles, codes, indexes and audits medical records for the facility in accordance with prescribed

standards and Correction or Health Department regulations;

Reviews medical records to check for accuracy and completeness;

Verifies coding of diseases, treatment, and special therapy according to recognized nomenclature and

classification systems;

Types doctors' histories and physicals, discharge summaries, other narratives, and correspondence;

Answers telephone and relays messages;

Schedules health care provider appointments and coordinates with security to make necessary

transportation arrangements;

Maintains a medical forms control program;

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Assists in data collection for a quality assurance program;

Assists with inventory maintenance and ordering supplies;

Obtains information from inmates to assist in determining eligibility for medical insurance payments through the Medicaid Program or other health insurance programs;

Makes timely application for health insurance reimbursement relating to care and services rendered to inmates;

Maintains liaison with appropriate staff at the County Social Services Department to insure the timely submission and processing of health benefits applications;

Attends meetings and reviews literature to remain knowledgeable of changes in health insurance program requirements.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Working knowledge of the design and operation of medical records retention and retrieval systems; working knowledge of appropriate content of medical records and the origins of clinical information; working knowledge of ethical and legal principles involved in the recording, control, and use of health information; good knowledge of eligibility criteria and filing requirements relating specifically to the Medicaid Program and to third party health insurance carriers in general; working knowledge of terminology of human anatomy and physiology; ability to understand medical, health care and pathological terminology; ability to obtain information and effect the timely processing of health insurance applications to insure maximum reimbursements for health care costs; ability to type at an acceptable rate of speed; ability to communicate with health care personnel; ability to work effectively with others; and attention to detail.

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MINIMUM QUALIFICATIONS: Possession of high school or equivalency diploma and two (2) years of experience in a position requiring the application of eligibility criteria in reviewing applications for health benefits or in determining the payment of claims using established payment criteria.

NOTE: Completion of appropriate coursework from a school of medical record science can be substituted for one (1) year of experience.

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NYS Civil Service Commission Approval: N/A

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