
ADMINISTRATIVE SPECIALIST III

Rev:1/2025

Department:	Health Department
Reports To:	Health Department Director/Health Officer

Position Summary

Under the administrative supervision of the Health Department Director/Health Officer, the Administrative Specialist III is a non-exempt position under the FLSA. The employee in this position performs administrative and accounting responsibilities associated with the smooth operations of the Marion County Health Department. The Administrative Specialist III is responsible for medical billing health department accounts. The employee in this position is frequently expected to act independently and may supervise other clerical personnel.

Essential Functions

- * Greet clients and visitors in a professional, courteous manner.
- * Answer phone calls, schedule appointments, assist with patient check-in, and provide information regarding health department services.
- * Collect patient fees, issue receipts, and reconcile daily cash transactions.
- * Ensure confidentiality in compliance with HIPAA regulations.
- * Prepare and maintain records of financial documents and account reports on all health department programs.
- * Prepare and keep record of monthly, quarterly, and annual financial reports and submit to Director.
- * Verify patient insurance eligibility and resolve billing discrepancies.
- * Prepare and submit medical claims accurately and in a timely manner, ensuring compliance with all insurance requirements and billing regulations.
- * Generate and distribute billing statements.
- * Contact insurance companies to resolve and reconcile claim denials and maximize reimbursement.
- * Ensure the health department maintains and renews contracts with relevant insurance companies.
- * Receive payments on billings and record proper entries on client billing records.
- * Deposit collected fees and prepare breakdown of grant receipts and other monies.
- * Prepare and submit monthly WIC affidavits and WIC time study information to the state.
- * Record expenses and receipts.
- * Submit monthly vouchers for payments, distribute, and mail to appropriate individuals.
- * Assist with answering phones and other front desk duties during exceptionally busy times, or in the absence of assigned personnel.
- * Support office operations with general clerical tasks, including filing, faxing, and managing office supplies.
- * Use electronic health record and input demographic, insurance, and payment information.
- * Coordinate and schedule outreach vaccination clinics.
- * Travel to various clinics and events throughout the county.
- * Assist in collecting and sorting mail, daily postage, and mailings.
- * Maintain and complete annual county health department inventory.
- * Attend billing meetings and billing symposiums as requested by the health department director.
- * Assist in planning, organizing, and executing the department's annual health fair.
- * Provide new employee training as needed to ensure continuity in clerical matters.

Administrative Specialist III Health Department

Marginal Functions

- * Participate in preparedness activities including exercises, workshops, and training.
- * Respond to public health emergencies as needed.
- * Other related duties as deemed necessary or as assigned.

Minimum Position Requirements

Experience: One to three years of medical billing, clerical, and accounting or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: Technical certification, technical degree, or some college level education is preferred. High school diploma required. Necessary to have completed a computer course along with courses in accounting or bookkeeping or equivalent training and experience.

Skills: Considerable knowledge of report preparation, accounting principles and practices and office procedures and policies. Meticulous, accurate, record keeping is required. Mathematical abilities. The ability to receive, interpret and follow instructions. The ability to understand and complete insurance forms. Excellent interpersonal and communication skills required. The ability to operate a fax machine, typewriter, computer, calculator, and other office equipment.

Problem Solving: Day-to-day problem solving exists in this position. Problems include dealing with patient accounts, coordinating the different programs within the department, and obtaining necessary information from patients.

Decision Making: Day-to-day decision making exists in this position.

Accountability: Employee is responsible for funds collected in the office. Employee assists with budgetary control of the Health Department as necessary determined by the County Health Administrator, and assists in the annual department budgetary process.

Supervision: Occasional supervision is provided by the County Health Administrator/Health Officer. Employee does have supervisory responsibility over subordinate personnel

Personal Relations: Occasional contact with other county departments and continual contact with the general public.

Working Conditions: While most work is performed in an office environment, some exposure to communicable diseases may occur when assisting the public. Hazardous conditions and adverse weather conditions may exist while traveling. Possible exposure to Bioterroristic conditions.

Physical Requirements: Work is sedentary in nature and involves deskwork most of the time. Must be able to lift (up to 30 pounds). The ability to express or exchange ideas by means of communication. Conveying detailed or important instruction and information to other staff and to the general public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.