

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-4-3

Posted 4/9/26

POSITION: *Medical Coder/ Insurance Clerk– Health Department, Leavenworth, Kansas*

SALARY: *\$22.59-\$25.95 DOQ /hour (Full Time – Benefits Eligible)*

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.gov or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Departments / Human Resources / Apply Here*

This position closes when filled.

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Health Department Medical Coder / Insurance Clerk

DEPARTMENT: Health Department

PAY LEVEL: Level C – \$22.56 – \$25.95 DOQ EXEMPT/NON-EXEMPT: N

WORKING TITLE: Medical Biller / Insurance Clerk

LOCATION: 500 Eisenhower, Suite 101

SUPERVISOR: Office Manager / Health Department Director

SUPERVISES: N/A

PERCENTAGE OF TIME

ACCOUNTABILITIES

65%

Processing and submitting insurance claims, Processing payments from patients and insurance companies; maintains insurance contracts and CMS compliance

30%

Greets and Assist clients, answers and direct phone calls, make appointments and collects fees, operates office equipment. Typing and other clerical duties as assigned.

5%

Public Health Emergency Preparedness

SCOPE

This position is to interface between the Health Department and insurance companies from whom reimbursement is sought for treating patients. This requires knowledge of ICD-10 guidelines or

classification, CPT codes, medical terminology and anatomy & physiology. Assists with a variety of billing and data entry work involving insurance claims and patient payments; performs general office duties; prepares billings for patients and insurance companies; maintains HIPAA compliance. Serves as the Receptionist back up. Assists clients with making appointments, collecting fees, completing paperwork and providing general information about Health Department Programs. Enters client information in database and maintains records. Performs other duties as assigned by the Health Department Director.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

- Knowledge of Insurance billing practices
- Knowledge of customer service principals.
- Basic office and organizational skills.
- Skills in data entry.
- Skills in operating office machines.
- Exceptional communication skills.
- Skills in maintaining multiple tasks simultaneously.
- Knowledge of County Personnel Rules.
- Knowledge of form requirements, county policies and departmental policies

HUMAN RELATIONS

1. Knowledge of HIPAA regulations
2. Ability to establish and maintain effective and positive relationships with county officials, administration, fellow employees, patients, family members, other public services, hospital staff, and the public.

ILLUSTRATIVE TASKS (This is not an inclusive list, other tasks/duties may be assigned.)

- Compiles and prepares reports for health department and KDHE.
- Answer and direct telephone calls to proper departments.
- Makes appointments for Health Department clinics.
Greets and assist the public.
- Enter information into database.
- Maintain department records and files.
- Operates office equipment.
- Distributes mail.
- Uses discretion in release of information in regards to HIPAA Compliance
- Answer inquiries made by insurance companies and patients;
- Updates case information in computer;
- Performs work in accounting and collection of payments for billing services
- Maintains Health Department billing detail files;

ENVIRONMENTAL DEMANDS

Work is performed in an office. Able to lift and carry up to 10 pounds.

MINIMUM QUALIFICATIONS

Must possess a High School Diploma/GED.

Associate’s degree preferred and one year of medical office experience preferred.

Computer knowledge is essential.

Must possess a valid KS DL and insurable through company’s insurance carrier.

ADA/PHYSICAL DEMANDS

1. Vision. - Adequate for preparing and reviewing computer, client’s charts, other paperwork.
2. Hearing - Adequate for conversation and telephone use. Considerable public contact.
3. Speech - Must speak English clearly enough to give instructions to employees and converse with public.
4. Standing - 35% of the time – interaction with employees / clients.
5. Walking - 15% of the time – interaction with employees / clients.
6. Sitting - 50% of the time – computer use, plan review, and meetings.
7. Lifting/Carrying - 10 pounds – as required in day-to-day activities.
8. Pushing/Pulling -10 pounds – as required to move normal office elements in normal business operation.
9. Reaching/Handling - As required to move normal office elements in normal business operation, required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
