

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-5-1

Posted 5/7/26

POSITION: Account Insurance Clerk II – EMS, Leavenworth, Kansas

SALARY \$20.87 - \$23.50 /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

POSITION: Account Insurance Clerk II

DEPARTMENT: EMS

PAY LEVEL: Level C

EXEMP/NON-EXEMPT: N

LOCATION: Leavenworth County EMS

SUPERVISOR: Assistant Director

SUPERVISES: N/A

PERCENTAGE OF TIME

ACCOUNTABILITIES

5%	1. Safety
30%	2. Data Entry
25%	3. Billing
20%	4. Office Duties
20%	5. Public Relations

SCOPE

Under the general supervision of the Administrative Insurance office Manager of Emergency Medical Services, 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

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Working knowledge of EMS operations and insurance billing practices;
2. Ability to initiate and maintain patient billing and account records accurately and with integrity;
3. Knowledge of medical terminology, insurance and Medicaid practices and regulations, and applicable city and state laws regulations and ordinances;
4. Operate office machines and computers;
5. Ability to talk and hear in person and by telephone;
6. Knowledge of department policies and procedures.
7. Knowledge of County Personnel Rules.

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.)

1. Performs work in accounting and collection of payments for billing services;
2. Maintains EMS billing detail files;
3. Answer inquiries made by insurance companies and patients;
4. Updates case information in computer;
5. Prepares computer back-up; utilizes computer skillfully and effectively in accomplishment of work products and objectives;
6. Establishes and maintains effective relations with employees, public officials, representatives of medical and insurance organizations, and the public.

ENVIRONMENTAL DEMANDS

Work is performed in a modern, smoke-free, office setting.

MINIMUM QUALIFICATIONS

Must possess a High School Diploma/GED.

Associate's degree preferred and one year of medical office experience requiring public contact.

Extensive computer knowledge.

(5) Five years' experience with medical insurance billing is required.

ADA/PHYSICAL DEMANDS

1. Vision.-Adequate to use personal computer, filing, completion of reports, forms and correspondence.

2. Hearing-Adequate for normal conversation with employees or applicants and the general public. Ability to hear in person and by telephone and two-way radio.
3. Speech-Must be able to speak and understand English language clearly to provide detailed information by telephone, two way radios, and in person.
4. Standing -10% of the time – when performing filing tasks and when operating various office machines.
5. Walking -10% of the time – when delivering or retrieving information, files, etc., from within the office or from other departments.
6. Sitting - 80% of the time – when completing administrative, personal computer, and telephone work assignments.
7. Lifting/Carrying -20 pounds – lifting files, office supplies, and reports.
8. Pushing/Pulling -50 pounds – moving files boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors.
9. Climbing/Balancing - Required when negotiating stairs, or retrieving files or supplies from overhead or from the floor.
10. Stooping/Kneeling - Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc. from the floor.
11. Reaching/Handling -Required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
