



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: June 15, 2017
RE: ONE (1) Temporary Part-time EMS Billing Clerk
Finance

Duties and Responsibilities: This position will perform clerical and skilled clerical duties for the Emergency Medical Services Billing Department; performs patient insurance verification, various data entry tasks; screens and routes materials according to content of communications; prepares correspondences, forms and various documents; answers telephone; assists citizens; receives, greets, refers and registers visitors; performs related work as required. Work is performed under regular supervision. Reports to the Billing Supervisor.

Qualifications: Knowledge of medical office practices and procedures; some knowledge of general accounting practices and procedures; ability to operate office equipment, including computer, required for the position; ability to maintain accurate records; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent and accurate keyboarding skills; excellent interpersonal skills.

Any combination of education and experience equivalent to high school graduation supplemented by courses in business practices and computer and some experience in medical clerical work, including data entry. Previous experience in medical billing and/or coding preferred.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **Open until filled**

Starting rate: \$10.00 per hour

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
hrd@hendersoncountync.org
www.hendersoncountync.org/hrd
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