



**CITY OF SPRINGDALE**  
Position Description

**POSITION TITLE: EMS Billing-Secretary**

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Exempt (Y/N): No

DEPARTMENT: Fire

DATE PREPARED: July, 2012

SUPERVISOR: Administrative Assistant

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**SUMMARY**

The incumbent is responsible to enter and run reports within system, bill insurance, file Medicare and Medicaid claims in an efficient manner. Perform filing function for Fire Marshall and Inspectors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Enter reports in system.
2. File insurance in both paper and electronic formats.
3. File Eob's (Explanation of Benefits).
4. Enter payments on claims.
5. Assist in answering phones.
6. File for Fire Marshall as needed.
7. Change back up tape.
8. Sort mail and make deposits in Administrative Assistants absence.
9. Call hospitals for update on insurance information.
10. Run daily credit reports.
11. Check to see if patients have Medicaid before sending to collections.
12. Log and file reports.

13. Perform other related duties as required or assigned.

**Budget Responsibility:** \$ N/A Annual dollars  
**Facilities and Equipment Responsibility:** \$ 900,000 Total value

### **EDUCATION AND EXPERIENCE**

High school diploma or GED plus specialized training and/or additional college courses and two years of related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

### **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with hospitals, police department, insurance companies, Medicare and Medicaid and patients.

### **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, Microsoft Office Suite and standard office equipment.

### **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to extreme cold.

The noise level in the work environment is usually moderate.