

**BLAINE COUNTY**  
**POSITION DESCRIPTION**

**Position:** Program and Billing Assistant  
Full-time, 40 hours/week

**Department:** Blaine County Health Department

**Summary of Work:** Under the supervision of the Director/Co-directors of the Blaine County Health Department, be responsible for maintaining confidentiality of patient and program information. Assist in facilitating the efficient operations of the office by providing front-line service to the public and performing various clerical and secretarial duties (such as copying, filing, e-mailing, telephone reception, greeting, making appointments, etc.)

This position is responsible for coordinating the billing of patients and insurance companies for Health Department services and requires the ability to operate a computer and health and billing software. Knowledge or ability to obtain knowledge of procedure and diagnosis coding for billing is necessary.

This position provides support and coordination to various health programs as a member of a multi-disciplinary team.

**Job Characteristics/ Essential Functions:**

1. Stooping and bending
2. Ability to access office files
3. Ability to enter and access information using a computer
4. Lift and carry supplies needed to perform various community interventions
5. Exposure to inclement weather
6. Meeting minutes
7. Ability to deal ethically with sensitive and protected health information and respond appropriately and maintain confidentiality
8. Assist with maintenance of office and clinic supplies
9. Answers a multi-lines telephone, route calls, takes messages
10. Enters patient immunization records and other encounter data into computer
11. Accurately maintains filing systems
12. Accurately handles billing and bookkeeping of financial activity
13. Assist nurse in life threatening situations including, but not limited to, administering CPR
14. Assist with children and immunizations as needed
15. Maintains accurate and timely records
16. Deals tactfully and courteously with the public
17. Sorts and distributes mail daily
18. Represent the department on various advisory committees throughout the county
19. Money management for services provided; able to code revenue to appropriate funds
20. Takes payments, which include co-payments and insurance information
21. Coordinate medical billing, deposits and reconciling of patient accounts

22. Maintain insurance company contracts
23. Provides routine vaccine management (monitoring fridge temps, inventory, logging vaccines given, monthly reports, and client records)
24. Establishes and maintains effective working relationships with fellow employees, supervisors and the public
25. Available at alternative hours for special clinics (flu clinics, wellness fairs, etc.)
26. Provide and assist with technical support within the office as needed
27. Assist with contract/grant reports as directed
28. Attend trainings as directed
29. Ability to work independently and efficiently
30. Observes work hours and demonstrate punctuality
31. Respond to public health emergencies as required by the department
32. Ability to multi-task under pressure and time constraints. Ability to work with a group and on individual projects as assigned. Creativity in promoting events and creating event ideas is desirable. Able to establish effective working relationships with fellow employees, supervisors and the public
33. Additional duties as assigned and directed by Blaine County Health Department Director/Co-Directors

**Personal Contacts:** Frequent interactions with other county departments, the public and co-workers happen daily. Continuous and harmonious interactions are necessary and required.

**Education and Experience:**

1. Possession of current Montana driver's license or the ability to obtain within thirty (30) days of hire
2. Ability to travel throughout the county and state as needed
3. Required to obtain on the job training in ICS 100, 200 and 700
4. Possession of current CPR certification or the ability to obtain within thirty (30) days of hire
5. Experience with medical terminology is preferred
6. Two years' experience in office setting with use of Microsoft Office, and experience with medical insurance billing and immunization terminology preferred

*(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*