



Stewart County Fire & EMS
P.O. Box 727
Lumpkin, GA 31815
(229) 838-9911

Position Title: Billing Manager
Reports To: Chief of Fire & EMS
Department: Fire & EMS
Salary: Based on experience

Summary:

The Billing Manager will oversee all Billing operations for Stewart County Fire & EMS. This will include filing timely Medicaid, Medicare, Private Insurance, and DIHS claims. The Billing Manager will also be responsible for preparing statements, payroll reports, and any invoices.

Essential Duties and Responsibilities:

- Prepares Statements for service for all ambulance transports.
- Submits insurance claims, electronic and paper.
- Assists patients with billing questions.
- Files the appropriate claims and bills insurance or patient appropriately.
- Files all medical records in accordance with HIPAA laws and regulations.
- Provides a copy of medical records and invoices upon request from patient or attorneys.
- Keeps a record of all money collected and credits the appropriate account accordingly.
- Keeps a record of all invoices to be paid.
- Pays all invoices to vendors for services, supplies, etc.
- Keeps a record of employee's time sheets and leave request to be turned in to Stewart County Commissioners office.
- Answers non-emergency phone calls (administrative calls) and delivers messages to the appropriate personnel.
- Deposits and keeps a record of all payments received.
- Follow up on any denied claims and unpaid accounts.
- Works closely with Core Civic to keep an accurate list of authorization numbers for DIHS claims.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Word, Excel, and Outlook.
- Knowledge of medical billing practices.
- Proficiency in ICD-10 medical diagnosis codes.
- Excellent verbal communication skills.
- Maintains a professional appearance and have excellent customer service skills.

- Knowledge of Medicare, and Medicaid billing practices.
- This is a full-time hourly position.

Preferred Experience:

- Minimum of 2 years billing and coding experience
- Knowledge of how to properly submit DIHS claims.
- Knowledge of HIPAA rules and regulations.

Benefits:

- Stewart County Fire & EMS offers employee insurance, a 457B retirement plan, paid holidays, vacation & sick leave.

Stewart County Fire & EMS is an Equal Opportunity Employer. Please submit a resume with your application.