

- Responsible for attending department meetings.
- Under the Health Insurance Portability and Privacy Act of 1996, this position must be capable of handling confidential protected health information and will have a working knowledge of who is authorized to obtain and use this information in the course of normal billing operations.
- This position will require a large amount of computer usage and as such a strong working knowledge of Windows 7, Windows Office Products and the capability to navigate through common Windows screens is mandatory.
- This position will be tasked with interacting with the public on a regular basis in person from office visits and over the telephone handling incoming phone calls dealing with all facets of the EMS business.

EDUCATION, WORK EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:

- A High School Degree or GED equivalent is required.
- Experience in data entry and computer usage in the work environment is preferred.
- Experience handling large amounts of mail on a daily basis is preferred.
- Healthcare billing experience is preferred but not mandatory.
- Experience collecting and processing payments for services is preferred.
- Experience handling cash is preferred.
- Experience in collecting debts and assisting people in setting up payment methods is preferred.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND TRAINING:

- The EMS Billing Clerk must be able to navigate and competently use a full computer key board and 10-key numeric keypad to perform rapid and accurate data entry
- Must have a working knowledge of Microsoft Office products to include MS Word and Excel.
- The ability to speak clearly and calmly on the telephone and in person with angry or upset customers is required.
- Excellent organizational skills.
- Attention to detail and accuracy is required
- Types and proofreads letters, memos and reports.
- The ability to obtain a valid Texas Class “C” Driver’s License is required within six months of employment.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The EMS Billing Clerk must be able to lift and carry up to 20 pounds and to pull, push, or drag up to 50 pounds of records and supplies. The EMS Billing Clerk is required to stand or sit for extended periods. The EMS Billing Clerk must use eyes, ears, voice, hands and fingers to perform assigned duties and responsibilities. The job of the EMS Billing Clerk is performed mainly indoors in a climate-controlled environment.

Valid TX Driver's License Required: Yes No

If required, state reason why:

**CITY OF SCHERTZ
JOB PHYSICAL REQUIREMENTS**

POSITION JOB TITLE: EMS Billing Clerk
DEPARTMENT: EMS

REQUIREMENTS	NONE AT THIS TIME	OCCASIONALLY (0% - 30%)	FREQUENTLY 31% - 60%	CONTINUOUSLY (61% - 100%)
LIFING OR CARRYING				
0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100 + lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING				
0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100 + lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BODY POSITIONS				
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work on irregular surfaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BODILY MOVEMENTS:				
Bending/Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REACHING ABOVE:				
Shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING:				
Stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rough Terrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Poles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK AT ELEVATIONS				
Up to 4 ft.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 ft. - 12 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greater than 12 ft	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CITY OF SCHERTZ
JOB PHYSICAL REQUIREMENTS**

POSITION JOB TITLE: EMS Billing Clerk
DEPARTMENT: EMS

JOB-SPECIFIC HEARING REQUIREMENTS:

This job requires that you be able to hear a telephone message as well as normal conversation. He or she may or may not need a hearing device, but he/she must be able to hear the message over the telephone or face to face.

JOB-SPECIFIC SIGHT REQUIREMENTS:

An essential part of this job may require you to view a computer screen for long periods of the day.

JOB-SPECIFIC COMMUNICATIONS REQUIREMENTS (Written and Oral):

You must be able to speak clearly when you are required to use the telephone, and to communicate information to customers and fellow workers. An essential part of this job may require the ability to type up to 35 wpm. An individual that does not have the use of all fingers is equally qualified as long as he/she is able to type the same amount of words per minute.

OTHER PHYSICAL JOB-SPECIFIC REQUIREMENTS

(Fingers, Feet, Arms, Legs):

You may be able to walk briskly over all types of terrain in order to do this job.

I have reviewed this job description and find it to be an accurate description of the demands of this position.

Name of Employee (Print)

Signature of Employee

Date

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description is subject to change as the needs and requirements of the job change.