



KNOX COUNTY • INDIANA DEPARTMENT OF HEALTH

Title: Medical Billing Specialist/Assistant Vital Records Registrar

Date Drafted: May 1, 2023

Department: Knox County Health Department

Reports To: Health Officer and Head Nurse

Position: Part-Time with the potential for Full-Time

Position and Job Purpose:

The Knox County Health Department is looking for the right individual for our medical billing specialist position. This position will also require the individual to train and cover our Vital Records department through various times.

Description of Essential Job Functions:

1. Ability to file claims using an online portal for Medicaid and any additional user portals as necessary
2. Matching claims against vendor remittance advice, and to mark claims accordingly
3. Candidate will be responsible for ensuring that re-verification process is complete every two years
4. Must possess the ability to effectively communicate with FSSA, Anthem, Blue Cross, CareSource, MDWise, MHS, and numerous other private and public insurances
5. Answer phones and assist the reception area when nurses are unavailable
6. Register Knox County birth and death records when notified of their availability
7. Troubleshoot and answer questions when issues are presented from funeral homes, nursing homes, hospitals, government officials, and customers
8. Conduct verifications for customers in a safe and professional manner
9. Provide forms and necessary documents to various individuals, customers, funeral directors, and hospital staff
10. Process burial transits
11. Maintain accurate and clean records and record keeping systems
12. Maintain all requirements and documents set forth by Indiana Department of Health

Require Skills:

Individuals must possess the ability to communicate and cooperate effectively with coworkers, industry and government representatives, facility owners and operators, and the public. Ability to plan, schedule, and maintain accurate records is essential. Must have working knowledge of computers and be able to communicate through a wide variety of technological means, such as email, text, and phone.

Anyone interested in applying shall email a current resume to Cassandra Smith at cmsmith@knoxcounty.in.gov
Phone calls and walk-ins will not be accepted at this time.

Knox County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.