



## POSITION POSTING

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<b>DATE POSTED:</b>	4/23/2026
<b>TITLE:</b>	<b>Medical Billing Specialist</b>
<b>CLASSIFIED:</b>	Classified, FLSA Non-Exempt
<b>PAY RANGE:</b>	Salary range \$21.35 - \$29.90. Commensurate with experience
<b>WORK HOURS:</b>	Monday through Friday, 8:30 a.m. to 4:30 p.m.
<b>IMMEDIATE SUPERVISOR:</b>	Medical Billing Manager

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. Our Community Health Center is committed to providing quality medical, dental, and behavioral health care to improve the wellbeing of individuals and families. If you're looking for rewarding work in an organization dedicated to making Wood County a healthier place for all of our residents, a career at Wood County Health Department and the Wood County Community Health Center may be the perfect fit for you!

### POSITION OVERVIEW

The Medical Billing Specialist supports billing and accounts receivable functions for agency services including primary care, reproductive health, behavioral health, psychiatry, dental and immunizations. This position also supports the Medical Billing Manager as it relates to medical billing.

### ESSENTIAL DUTIES

- Reviews clinical documentation for appropriate coding and completed documentation
- Prepares billing claims for submission to insurance companies, agencies and patients ensuring correct insurance is billed or correct sliding fee is applied
- Posts remittance advices received from insurance companies to appropriate accounts; this could be manually or electronically
- Posts patient and agency payments
- Investigates and corrects claims rejected by clearinghouse in a timely manner
- Regularly follows up on old claims to reduce number of days in accounts receivable
- Works with insurance payers to correct patient claims
- Responds to insurance and patient inquiries in a timely manner
- Answers billing questions from patients, providers and co-workers
- Assists clinical service assistants with insurance and sliding fee questions when necessary
- Provides feedback to providers and clinicians on proper charge submission, coding issues and completion of documentation
- Verifies insurance eligibility and sliding fee applications
- Completes required pre-authorization form and submits to appropriate source
- Prepares reports and summaries as required
- Prepares pay in when necessary
- Stays up to date on current medical billing practices and billing codes
- Cross trains and serves as back-up for Medical Billing Manager when needed.

#### Patient Centered Medical Home Environment:

- Participate as a member in a team-based care approach
- Assists with training activities, data collection, policy and procedures implementation and work flow changes related to the PCMH model
- Collaborates with team relative to training needs for PCMH requirements and sustainability
- Assists in resolving operational problems. Assists in the assessment of operational processes and makes suggestions to establish effective PCMH outcomes
- Implements and promotes best practices to improve workflow
- Supports electronic health records to ensure the team is using the software to its maximum potential
- Participates in program evaluation and quality improvement activities

#### Miscellaneous:

- Complies with Health Center's Emergency Operation Plan
- Complies with the policies and procedures of the Wood County Health District, including the Motor vehicle and equipment policies
- Complies with mandated reporting laws
- Complies with requirements of the Health Insurance Portability and Accountability Act (HIPAA)
- Attends and participates in health district meetings, health center staff meetings, provider meetings and trainings; and participates in educational programs as assigned
- Adheres to both federal and state civil rights and anti-discrimination laws
- Engages in personal career growth and development activities
- Logs and maintains necessary training records
- Knowledge of Core Competencies
- Regular and punctual attendance
- Other duties as assigned

#### **REQUIRED QUALIFICATIONS**

- High school degree, or equivalent;
- Coursework in medical billing;
- Medical billing experience;
- Valid Ohio driver's license. License must be maintained throughout employment

#### **PREFERRED QUALIFICATIONS**

- Certificate in medical billing and coding or Associate's Degree in related field (Health Information Technology, Healthcare Administration)
- One or more of the following certifications: RHIT, RHIA, CCS or CPC
- 1-2 years medical billing experience
- Experience with Medicare and Medicaid billing
- Experience working in Nextgen or similar electronic health record (EHR) system

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to successfully pass a background check;
- Ability to provide proof of automobile insurance. Insurance must be maintained throughout employment;
- Knowledge of public health laws, regulations and standards as defined by federal, state and local governments;
- Complies with all HIPAA guidelines and expectations and maintains information in strict confidentiality;
- Experience in using office equipment, including computers, with a knowledge of Microsoft Office, including Word, Excel, and Outlook;
- Excellent oral and written communication skills.

**BENEFITS**

Full-time employees working at the Wood County Health Department and Wood County Community Health Center receive a generous benefits package that includes:

- Medical, dental, vision and prescription drug coverage, through the Wood County, Ohio Employee Benefits Plan.
- Paid time off including vacation time, sick leave and 12 federal holidays
- Participation in the Ohio Public Employees Retirement System (OPERS)

**Final candidates must successfully pass a background check and provide proof of a valid State of Ohio driver’s license as well as current automobile insurance.**

**An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.**

<b>Application materials accepted until:</b>	The position is filled.
<b>Required documents:</b>	<p>Wood County Application for Employment, cover letter, resume, contact information for at least three <b>professional</b> references.</p> <p>The Wood County Application for Employment can be found at:  <a href="https://woodcountyhealth.org/career-opportunities/">https://woodcountyhealth.org/career-opportunities/</a></p> <p><b>Application materials submitted without all required documents will be considered incomplete.</b></p>
<b>Submit application materials to:</b>	<p>Recruitment and Development Coordinator          1840 East Gypsy Lane Rd.          Bowling Green, OH 43402          419-352-8402 Ext. 3201</p> <p>Email to: <a href="mailto:WCHDHumRes@woodcountyohio.gov">WCHDHumRes@woodcountyohio.gov</a></p>

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email [WCHDHumRes@woodcountyohio.gov](mailto:WCHDHumRes@woodcountyohio.gov) or call 419-352-8402 Ext. 3201.