



Stanly County Health Department

1000 North First Street, Suite 3
Albemarle, NC 28001

Phone (704) 982-9171 Fax (704) 982-8354
www.stanlycountync.gov



09/14/2016

POSITION ANNOUNCEMENT

Position Classification: Processing Assistant IV

Agency: Stanly County Health Department (**Home Health Program**)

Salary Range: \$ 25,025 - \$37,537 Yearly (Grade 60)

Closing Date For Receipt Of Application: September 23, 2016

Description of Duties: Responsible for processing and verifying information regarding services rendered, plans of treatment and billing for all patients admitted to the Home Health Program. Processes reimbursements, prepares deposits and computes monthly, quarterly and yearly financial reports. Provides budget information to the Home Health Supervisor and Health Director and communicates with Medicare, Medicaid and other third party payers concerning reimbursement issues. Must be able to understand and apply laws regulations and policies and to verify accounting documents and forms.

Preferred Qualifications: Prior experience in accounting, data entry and medical billing, preferably in a Home Health Agency.

Minimum Qualifications: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office experience.

Special Requirements: Valid N.C. Drivers License.
06060Pre-Employment Drug Screening

Submit **State** Application (PD107) To: NCWorks
2215 US Hwy. 52 N.
Albemarle, NC 28001

County Employees may submit an updated **State** Application and submit to, **Human Resources**, 1000 North First St., Suite 10A, Albemarle, NC 28001

“An Equal Opportunity Employer”