Stanly County Health Department

1000 North First Street, Suite 3
Albemarle, NC 28001
(704) 982-9171
Fax (704) 982-8354

Dennis R. Joyner, MPH
Director

2-4-14

POSITION ANNOUNCEMENT

Position Classification: Processing Assistant IV (OSSOG IV)

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

Salary Grade / Range: $24,173 - $36,258 Grade 60

Closing Date for Receipt of Application: **2/19/14** at 5:00 PM

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's, skills and abilities gained through at least two years of office experience.

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

Submit **State** Application **(PD107)** To: Employment Security Commission
2215 US 52 North
Albemarle, NC 28001

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