

# CLASSIFICATION ADDENDUM

## Job Title: EMS Accounting Tech

Classification Specification: Management Support Technician

Barg Unit: OPE

Pay Grade: B21-B22

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Emergency Medical Services (EMS) Accounting Technician performs a variety of paraprofessional and technical accounting duties involved in preparing and submitting billings, maintaining revenue and program records, and contacting patient, insurance companies and others to collect payments for services. Reviews, posts, balances financial transactions; processes requests for disbursements to contract agencies; sets up new contracted agencies; uses various collection methods to settle accounts; processes uncollectible accounts; investigates accounts; researches to determine primary payment responsibility of carriers; prepares bills and processes for mailing; provides information and assistance regarding billings to patients; compiles statistical reports and maintains records of statistical or financial transactions; audits transactions and records to ensure accuracy and adherence to guidelines; prepares reports, forms, statements, and other information. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of accounting or bookkeeping or related training, that includes sufficient experience in account collections or medical office administration support.

#### Licensing Requirements:

- N/A

#### Knowledge:

- Account collection procedures and guidelines;
- Medical terminology and procedure;
- Insurance and health care terminology.

#### Skills: *(Demonstrated skill in performing the following)*

- Contacting patients, insurance companies and others to collect payments for services;
- Preparing and maintaining accurate financial and statistical records and reports;
- Providing a wide range of clerical and technical duties involved in preparing and submitting billings.

#### Qualification For Grade Progression:

B21- Contributing

B22- Journey

### **Physical Requirements Addendum**

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### **Addendum History**

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