

MEDICAL AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position of a routine nature and involves the review, approval and authorization to pay medical bills. Also checks records. Work is performed under general supervision and detailed instructions may be given for new or unusual tasks. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Reviews medical bills and authorizes payment as prescribed by policy; Calculates correct fees from State Fee Schedule and checks total for accuracy; Advises vendors regarding over-payment, reason for client ineligibility or incomplete billing information; Maintains files and reviews eligibility of client when required; Refers claims requiring prior approval to Medical or Dental Director; Operates adding machine or calculator in performance of duties; Answers telephone and written inquiries and gives out routine information; Does occasional typing and related clerical tasks.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office skills; Good knowledge of business English; Good knowledge of arithmetic; Working knowledge of medical terminology; Ability to understand and carry out oral and written instructions; Clerical aptitude; Awareness of confidentiality of medical records; Neatness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Open-Competitive: EITHER

- A. Graduation from high school; OR
- B. Two years of experience in clerical working involving billing and auditing; OR
- C. An equivalent combination of the above training and experience.

Promotion:

One year permanent competitive class status in a clerical position.

Revised 8/16/88

Revised 6/23/89

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