

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

OFFICE ASSISTANT – CLAIMS PROCESSOR (HELPS PROGRAM)

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

The Madison County Mental Health Department seeks a full-time Office Assistant–Claims Processor. The work involves responsibility for assisting and working with other billing staff and insurance companies and/or Medicaid or third-party insurance payers to resolve or settle outstanding claims or unpaid bills in the Mental Health Department. The incumbent analyzes and interprets Explanation of Benefits (EOB's), Explanation of Medicare Benefits (EOMB's), Electronic Remittance Advices (ERA's) and Remittance Statements in regard to claim denials and allowable paid rates, co-pays, co-insurances and deductibles. The work is performed under the direct supervision of the Principal Account Clerk with leeway allowed for exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's degree, or higher, in Business Administration, Secretarial Science or a closely related field and one (1) year of full-time paid clerical experience, or its part-time equivalent, which involved the maintenance and processing of insurance claims; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (A); OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

2025 Hire Rate 22.94/hr (37.5 hrs/wk)

EOE