



CITY OF WESLACO

JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

INTERNAL JOB ANNOUNCEMENT

Position Title: EMS Billing Specialist (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	Public Facilities: Job No. 1575	Salary Range: *D.O.E.	Deadline: Open Until filled
---	---	---	-------------------------------------	---------------------------------------

JOB SUMMARY:

Responsible for the accountability of daily EMS reports-post payments, prepares end of the month reports-bill Medicare/Medicaid insurance private pays-follow up on claims-file appeals re-bill denials maintain an efficient filing system, general office procedures. Able to meet deadlines; maintains courteous and professional public contact. Must have knowledge in Medicare/ Medicaid regulations-knowledge in office equipment; some knowledge in Medical terminology, ICD-9 coding. Computer skills-clerical skills written and oral skills. Perform multiple tasks and maintain confidential information. This is a safety sensitive position.

REPORTING RELATIONSHIP:

Reports to Assistant Fire Chief.

Special Requirements: Must have a valid Texas Driver's License.

Qualifications: Must have a High School Diploma or equivalent with one to three (1-3) years' work experience and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

For More Information Contact:
City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:
(956) 968-3181
Or Visit Our Web Site: www.weslacotx.gov
Email: hro@weslacotx.gov

Click on the Human Resource link, Job Opportunities to download a copy of the application.