



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

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|--|--|---------------------------------------|---------------------------------|---------------------------------------|
| Position Title: EMS Billing Clerk Part-Time (NON-EXEMPT) | EEOC Occupation Classification: Administrative Support Workers | Finance Dept.: Job No. 1701 | Salary Range: *D.O.E. | Deadline: Open Until Filled |
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JOB SUMMARY:

Employee is responsible for the procedures associated with ambulance billing, filing, completing monthly/annual reports, insurance and reimbursement, and assists EMS Billing Specialists as needed. Employee bills any and all reports to Medicare, Medicaid, private insurance, private pay, and attorneys. Employee is required to perform all similar or rated duties. This is a safety sensitive position.

REPORTING RELATIONSHIP:

Reports to Assistant Finance Director

Qualifications: Must have a High School Diploma with three (3) months to one (1) year clerical or related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Some knowledge in medical terminology; HIPAA compliance; Medicare/ Medicaid regulations; ICD-9/ICD-10 coding; office procedures and machines; and some knowledge of city government preferred but not necessary.

COMPENSATION AND BENEFITS

Workers' Compensation

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.

Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

Nuestra compañía utiliza E-Verify para confirmar la elegibilidad para empleo de todos los empleados recién contratados. Para saber más sobre E-Verify, incluyendo sus derechos y responsabilidades, por favor visite www.dhs.gov/E-Verify.

HR POSTED-10/5/16