

## TOWN OF NEW MILFORD

<b>Job Classification Description</b>
---------------------------------------

# Temporary Data Entry/Medical Billing Specialist

New Milford Department of Health seeks a temporary part-time Data Entry/Medical Billing Specialist for influenza and COVID-19 vaccinations.

The Data Entry/Medical Billing Specialist position will perform manual and batch billing to insurance plans for influenza and COVID-19 vaccinations, using electronic billing software. This position is responsible for acquiring information for claims processing pertaining to the health department's vaccination clinics. To assure timely reimbursement to the health department and manage the follow-up on unpaid claims and re-bill if necessary. Communication with patients and assisting with other health department administrative duties may be required occasionally.

Qualifications: Minimum High School Diploma, previous medical billing office experience required, ICD 9/10 experience, Certified Professional Coder (CPC) required, experience in immunization billing is preferred.

**This a temporary part-time position with competitive pay. No benefits are included. Please contact [personnel@newmilford.org](mailto:personnel@newmilford.org)**

Closing Date: Until filled.