



**GEORGIA DEPARTMENT OF PUBLIC
HEALTH (GA)**
invites applications for the position
of:

Billing Specialist

Georgia Department of Public Health

SALARY: \$29,973.63 - \$52,453.85 Annually

OPENING DATE: 12/01/17

CLOSING DATE: 12/15/17 11:59 PM

DESCRIPTION:

Location: District 2 Regional Office, 1280 Athens Street, Gainesville, GA 30507

Recruitment: This position is open to all qualified applicants

Pay Grade: I

Position: 00031388

In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

District 2 Public Health serves 13 counties in the northeastern portion of Georgia and includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White counties.

The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

JOB RESPONSIBILITIES:

Under broad supervision, reviews, investigates and evaluates claims or related data using applicable laws, rules and program regulations to determine eligibility for reimbursement, liability or financial compensation. Provides program related research, statistical analysis, performs investigations or audits and/or provides assistance to claimants. May serve as lead worker.

MINIMUM QUALIFICATIONS:

Associate's degree from an accredited college or university AND Two years of related experience OR High school diploma or GED AND Three years of job related experience OR One year of experience required at the lower level Claims Examiner 2 (FIT041) or position equivalent.

Preferred Qualifications:

- Certified Professional Coder
- At least two years of experience with medical coding
- Ability to handle billing for a 13 county health district

ADDITIONAL INFORMATION:

To be considered for employment at District 2 Public Health you must complete an online application. This job application can be found at www.dph.georgia.gov. Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process. Please do not send hard copies of application materials. All information can be uploaded to the online system.

All qualified applicants will be considered, but may not necessarily receive an interview. Notifications will be sent only to applicants who are selected for interviews.

Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Pre-employment drug screen and criminal records check (fingerprinting) are required.

Note: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

We are an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at www.phdistrict2.org.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #00031388
http://dph.georgia.gov						BILLING SPECIALIST
2		Peachtree		Street		MS
Atlanta,		GA		30303		

DPH-HR@dph.ga.gov
