



GENESEE COUNTY
— M I C H I G A N —

CLERICAL COORDINATOR – PUBLIC HEALTH

POSITION CLASS:

AFSCME Local 496.00

HIRING AUTHORITY:

Health Department

JOB SUMMARY:

Performs highly responsible, difficult, clerical and medical billing tasks which may be confidential in nature; work involves a high degree of judgment and accuracy; coordinates the clerical and training activities of multiple department programs, specifically billing and clinic registration staff; works under direct supervision; performs related work as required.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Assign work to clerical employees in the Health Department, specifically billing and registration staff
- Coordinates and oversees the activities of the clerical/billing staff including training, workflow, verification of work performed, but not include evaluation, discipline, hiring or discharge
- Collaborates with supervisors to ensure alignment on departmental priorities, resolve workflow issues, and support efficient operations within clerical and billing functions
- Type and prepare reports, correspondence, and other documents
- Prepares training materials and resources applicable to billing and registration
- Utilizes personal computers and related software, including EPIC, CHAMPS, NextGen, etc.
- Assists medical providers, billing staff, and clinic employees with direction on the usage of specific diagnosis codes, CPT codes, and modifiers of documentation requirements
- Create procedures and documents for clerical staff to follow as it relates to billing procedures that have been approved by Medical Director

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of office terminology, procedures, equipment, and business mathematics and English
- Knowledge of medical terminology and medical procedures as it relates to services offered at the Genesee County Health Department
- Ability to understand and follow complex oral and written directions
- Ability to maintain complex records and prepare reports from those records
- Ability to coordinate the work and training of other clerical employees
- Ability to perform work accurately and with good judgment
- Ability to utilize computers and associated software including word processing, spreadsheets, databases, billing software, and patient/client registration platforms
- Ability to maintain deadlines, attend work regularly and work under stressful conditions
- Excellent written and verbal communication skills
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

High school diploma or GED

-AND-

At least four (4) years of clerical experience and the ability to type fifty (50) net words per minute

– AND-

One (1) year of experience with medical billing software.

PREFERRED QUALIFICATIONS:

Experience in billing or medical registration preferred.

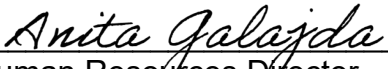
SPECIAL REQUIREMENTS:

- Must possess a valid drivers license and use of a vehicle during working hours



PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.



Human Resources Director

Established: May 12, 1988
Revised: October 24, 1996
 March 24, 2000
 March 2, 2005
 June 13, 2005
 March 10, 2021
 May 5, 2026

