Notice of Job Vacancy

DATE: June 23, 2022

POSITION: Account Clerk II – Communicable Diseases/Immunizations

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW – Non-Judicial

BASIC FUNCTION: See attached job description.

DESIRED REQUIREMENTS: Must have a valid driver’s license and proof of insurance.

STARTING SALARY: $ 25,796

APPLICATION PERIODS: June 23 - 29, 2022 (Internal)  
June 30, 2022 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director  
Vermilion County Board Office  
201 N. Vermilion Street, 2nd Floor  
Danville, IL  61832  
njboose@vercounty.org

Applications available at www.vercounty.org  
EEOP Utilization Report available for public viewing at www.vercounty.org

AA/EOE

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.
Vermilion County Health Department
Job Description: 06/15/22

**Account Clerk II - Communicable Diseases and Immunizations**
Supervisor: Nurse Coordinator - Communicable Disease (CD Coordinator)

**Distinguishing Features of Work:**

Under direct supervision of the Communicable Disease Coordinator performs established clerical and billing duties as part of the operation of the Communicable Disease, Immunization and Tuberculosis (TB) programs. Works closely with the Records System Manager to ensure accurate and timely billing process and procedures.

**Specific Duties and Responsibilities:**

- Performs data entry into Cornerstone, Microsoft, Access and other software as indicated within the Immunization, Tuberculosis and Communicable Disease programs.
- Prepares reports for the immunization, tuberculosis and communicable disease programs as assigned.
- Creates and prepares new client charts for the immunization, tuberculosis and communicable disease programs.
- Maintains charts/files for all clients of the immunization, tuberculosis and communicable disease programs.
- Schedules immunization clinic appointments, assists with registration and collects fees.
- Verifies client insurance coverage.
- Prepares bills or invoices and computes fees and charges due for immunization services provided to clients.
- Reviews client bills for accuracy and completeness and obtains any missing information; revises any billing data errors.
- Explains fees and charges to clients.
- Works directly with insurance company and clients to get insurance claims processed and paid.
- Maintains accurate billing records of clients and submits paperwork for billing to ensure compliance with standard billing-cycle time frame.
- Prepares deposits for money received.
- Answers clients billing questions.
- Utilizes word processing software programs when indicated by the programs.
- Maintains logs for the immunization and communicable disease programs.
- Performs clerical tasks of filing, and copying program forms as assigned.
- Answers the telephone on a timely basis.
- Handles all calls in a pleasant manner and with extreme courtesy.
- Performs other work associated with billing process and other duties as assigned.
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Required Education and Experience:

- Requires completion of four years of high school or equivalent
- Requires a preferred minimum of one year of clerical or computer data entry work experience and one to three years training and experience in insurance billing, and medical terminology; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Required Skills, Knowledge and Abilities:

- Requires good command of grammar, spelling and basic mathematics.
- Requires knowledge of Word, Excel, Access or other spreadsheets or other data management software.
- Requires efficient clerical skills and the maturity and ability to deal effectively with the demands of the job.
- Requires basic to intermediate knowledge of medical insurance billing process and procedures for Medicaid, Medicare and private insurance.
- Requires ability and flexibility to keep updated on all 3rd party billing requirements and changes for insurance types within area of responsibility.
- Requires the ability to understand and follow oral and written instructions and accept guidance from others.
- Requires effective oral and written communication skills.
- Requires knowledge of function of office equipment and the proper care of such equipment.
- Requires the maturity, ability, and flexibility to deal effectively with demands of the job and general public.
- Requires basic knowledge and ability in the operation and utilization of microcomputer hardware and software for word processing and data base management.
- Requires ability to maintain clerical records and prepare reports from such records.
- Requires the skills and ability to communicate well and establish and maintain effective working relationships with co-workers, associated professionals, client families, and the general public.
- Requires functional knowledge of the hardware and software used by the Vermilion County Health Department including software specifically for the assigned program areas.
Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as, the confidentiality and/or privacy of co-workers records.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Requires the employee to follow oral and written direction with minimal assistance.
- Requires the employee to maintain the work pace set by the demands of the clinic/program operations.
- Requires efficient clerical skills and the maturity and ability to deal effectively with the demands of the job.
- Requires a demonstrated proficiency with typing and keyboard data entry.
- Requires the ability to maintain and care for office equipment including computer workstations, typewriter, calculator, copier, fax machine and telephone system
- Requires the ability to, use hands and fingers; to reach with hands & arms, perform fine motor skills, talk and hear. Must have the ability to sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. The employee must occasionally lift and/or move 10-25 pounds.
- The noise level in the work environment may be at times moderately noisy.
- Requires a valid driver’s license and proof of vehicular insurance.
- Requires a reliable motor vehicle for work related travel.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds. Specific vision abilities required by this job include ability to adjust focus. Requires repetitive hand motion. Requires the ability to tolerate high noise level.