



## **INTERNAL JOB POSTING**

POSITION:	Gatekeeper (Part-time) (approximately 3 hours/day in the morning)
BUSINESS UNIT:	Regional EMS
NUMBER OPEN:	One
DATE POSTED:	October 8, 2009
OPEN PERIOD	October 16, 2009

REGIONAL EMS IS LOOKING FOR EMPLOYEES INTERESTED IN ASSISTING THE OPERATION WITH BILLING. IF YOU ARE INTERESTED IN OPPORTUNITY, PLEASE SUBMIT A LETTER OF INTENT THAT INCLUDES WHY YOU FEEL YOU WOULD QUALIFY FOR THE POSITION. IF AVAILABLE, PLEASE PROVIDE AN UPDATED RESUME AS WELL.

LETTERS OF INTENT AND RESUMES SHOULD BE RECEIVED IN HUMAN NO LATER THAN OCTOBER 16, 2009.

### **POSITION DESCRIPTION**

**NOTE: This position will be considered a part-time position working approximately three (3) hours/day after all training and orientation is completed.**

#### **GENERAL SUMMARY:**

- 1) Organize all billing information.
- 2) Enter in all billing information.
- 3) Verify demographic information.
- 4) Verify insurance information.

#### **QUALIFICATIONS**

- 1) Must have a least one year experience in medical billing.
- 2) Must posses experience with medical terminology.
- 3) Must have a high school diploma/GED and willing to work at Regional EMS on a part-time basis in the morning.

**Any exceptions to the above qualifications may be made at the discretion of the interview committee**

#### **EDUCATION/LICENSURE:**

- 1) Must have a high school diploma/GED and willing to work at Regional EMS on a part-time basis in the morning.

HRF 0001

Document cannot be revised without prior approval from human resources

Rev. Level: One

Rev. Date: October 3, 2009