



City of Ankeny Iowa
Medical Billing Supervisor

SALARY	\$70,972.00 - \$95,245.00 Annually	LOCATION	120 NW Ash Dr, Ankeny
JOB TYPE	Full Time	JOB NUMBER	00578
DEPARTMENT	Fire Department	OPENING DATE	05/10/2024
CLOSING DATE	6/2/2024 11:59 PM Central		

Function

The City of Ankeny is accepting applications for the fulltime Medical Billing Supervisor with the Fire Department. This position performs work under general supervision; to supervise and direct the operational and day to day functions of the medical billing staff; to assist in daily activities and operations of the department and to provide clerical support to the fire department administration; to record data, generate reports and invoices.

The starting salary range is **\$70,972 - \$95,245** with starting pay up to midpoint with commensurate experience and qualifications. Background check required.

The City of Ankeny offers a comprehensive benefits package including:

Vacation and Sick Leave

Personal Leave

Nine (9) Paid Holidays

Health/Dental/Life/LTD Insurance

Wellness Programs and Incentives

Tuition Reimbursement and Continuing Education Programs

Public Service Student Loan Forgiveness Benefit

Defined Benefits Pension Plan Through IPERS

Deferred Compensation Plan

Voluntary Insurance Benefit Options

Longevity Pay

Interested applicants should complete a City of Ankeny employment application at www.ankenyiowa.gov/jobs with a cover letter and resume no later than **Sunday, June 2, 2024**. Pre-employment drug screen and background check required.

To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. Additional information will be emailed on Monday, June 3, 2024. Please check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 06/03/2024.

Principal Duties and Responsibilities

- Supervises and oversees the billing/records division including training, scheduling, assigning duties, and monitoring progress by completing performance appraisals.
- Performs quality assurance procedures and assists with managing department payroll along with the Deputy Chief of EMS Operations.
- Manages ambulance billing system, records and data, including processing of patient and run information, billing, processing of Medicare, Medicaid and insurance claims and payments.
- Develops and implements policy and procedures for ambulance billing and collections to assure compliance with regulatory agencies and provides training for same.
- Compliance officer for HIPAA and Centers for Medicare and Medicaid Services.
- Provides initial and ongoing training to fire/rescue personnel in documentation, required patient information and HIPAA regulations and compliance with the new “Red Flag Rules” as mandated by the federal government.
- Manages and directs the department’s miscellaneous billing programs and fees.
- Manages budget line item accounts as directed by the Fire Chief.
- Inventory control and procurement of office supplies.
- Ensures good customer service practices at the front office window.

Entry Requirements and Skills

- Shall possess an Associate’s degree (Bachelor’s degree preferred) from an accredited college or university and have five (5) years’ experience in medical billing and coding with some supervisory responsibilities preferred.
- Knowledge and understanding of current medical and coding terms.
- National Academy of Compliance - [Certified Ambulance Coder](#) certification is preferred at hire or must be able to obtain within six months.
- Ability to coordinate and direct the work of others; ability to prepare accurate and comprehensive reports; ability to deal with callers and visitors tactfully and courteously; ability to communicate information clearly both verbally and in written form.
- Knowledge of standard office procedures and equipment
- Ability to operate a computer and utilize use of Microsoft products to include Word, Excel and PowerPoint.
- Ability to communicate effectively orally and in writing in English.

Agency

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>

Medical Billing Supervisor Supplemental Questionnaire

*QUESTION 1

Do you possess a college degree?

- Associate Degree
- Bachelor Degree
- No Degree

*QUESTION 2

How many years of experience do you have in medical billing and coding?

- 1- 2 years

3 - 4 years

5 + years

***QUESTION 3**

Do you have experience with supervisory responsibilities?

1 - 2 years

3 - 4 years

5+ years

***QUESTION 4**

Do you possess the National Academy of Compliance - Certified Ambulance Coder certification?

Yes

No

* Required Question