

# Employment Announcement

## Shippensburg Area Emergency Medical Services

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### ***Billing Specialist (Administrative Services)*** (Full Time)

**Post Date: Feb 1, 2024**

#### **APPLICATIONS WILL BE ACCEPTED UNTIL FULL COVERAGE IS ASSURED**

Shippensburg Area Emergency Medical Services is seeking a detail-oriented and experienced Insurance Billing Specialist to join our team. The ideal candidate will play a crucial role in ensuring accurate and timely billing processes for medical services provided by our emergency medical team as well as handling the daily administrative office needs. This position requires a strong background in medical billing, exceptional customer service skills, and proficiency in computer systems related to insurance and billing.

#### **EXAMPLES OF WORK:**

- **Insurance Billing:** Handle the end-to-end process of medical insurance billing, including claim submission, follow-up, and resolution of any billing discrepancies.
- **Claim Processing:** Verify patient insurance information, process claims, and ensure compliance with all relevant healthcare regulations and insurance guidelines.
- **Payment Collection:** Process and manage payments from clients for services provided by the department.
- **Membership Program management:** Assist in development of department membership and business partner program, process collection of fees and integration of program through billing process.
- **Documentation:** Maintain accurate and organized records of all billing transactions, ensuring documentation is in accordance with industry standards and company policies.
- **Customer Service:** Interact with patients, insurance companies, and other relevant parties to resolve billing inquiries, address discrepancies, and provide excellent customer service.
- **Coding and Compliance:** Stay updated on medical billing codes, regulations, and compliance requirements to ensure accurate billing practices.
- **Reporting:** Generate and analyze reports related to billing activities, identifying trends, and proposing improvements for more efficient processes.
- **Administrative Activities:** Assist the command staff with administrative needs as required. Other duties may be assigned

#### **QUALIFICATIONS AND REQUIREMENTS:**

- **Experience:** Experience in medical billing, with a focus on insurance billing within a healthcare or emergency medical services setting.

- Education: High school diploma or equivalent; additional certification in medical billing or related field is a plus.
- Computer Literacy: Proficient in using billing software, electronic health record (EHR) systems, and Microsoft Office applications.
- Communication Skills: Excellent verbal and written communication skills, with a strong ability to interact professionally with patients, insurance providers, and internal team members.
- Attention to Detail: Demonstrated accuracy and attention to detail in handling billing processes and documentation.
- Problem-Solving: Strong problem-solving skills and the ability to resolve billing discrepancies efficiently.
- Adaptability: Ability to adapt to changes in healthcare regulations and insurance policies.
- Ability to establish and maintain effective working relationships with co-workers, fire and rescue personnel and the general public

***ADDITIONAL INFORMATION FOR APPLICANTS:***

All applications for this vacancy with Shippensburg Area EMS must be submitted to the **Chief, Shippensburg Area Emergency Medical Services: 711 E. Orange St. Shippensburg, PA 17257**, on or before the deadline date (if specified) on the front of this announcement. SAEMS reserves the right to reject any application; as well an application may be rejected if it is not complete or is received after the specified deadline. Each applicant will be notified regarding the selection process. Shippensburg Area EMS normally will not pay for the cost of relocation or reimburse travel expenses. Applications and complete job descriptions are available at the above listed address or by contacting SAEMS at (717) 532-6069.

When “work experience” is stated as a requirement, this is specific reference to paid on-the-job experience. When considering part-time experience history, 2080 hours = 1 year of experience.

***ELIGIBLE LISTS:***

The list of eligible candidates from this recruitment may be contacted in future months regarding related employment opportunities with Shippensburg Area EMS.

***PROBATIONARY PERIOD:***

Employees normally serve a probationary period of 90 days before attaining regular status. However, the length of the probationary period may vary. The probationary period is considered part of the examination procedure.

***SPECIAL TESTING:***

Shippensburg Area EMS employees are subject to probable cause drug testing. Some positions are also subject to post-accident, return-to-duty and/or random drug and alcohol testing, as well as other specialized testing particular to the position involved.

**Salary:** Hourly base salary of \$41,600. Potential earnings up to \$66,000 with performance bonuses.

**Benefit(Include but not limited to):**

- Vacation Time / Buyback Program
- Sick Leave
- Family Sick Leave
- Paid Holidays

Paid Medical Insurance  
Employee Assistance Program  
Health and Wellness Program  
401k  
Clothing Allowance  
Continuing Education Allowance  
Cell Phone Plan  
Service Recognition Program

Shippensburg Area EMS is one of the most progressive EMS systems in South Central PA, providing services to 17 municipalities covering one of the largest geographical areas in the region. SAEMS responds to over 3000 calls for service annually. SAEMS is seeking motivated providers with a positive attitude to help provide a high level of care to the citizens of our community.

**Questions?**

Contact Shawn Hartsock, Chief  
(717) 729-0210