



City of Naperville
Employment Opportunity

Job Title:	Medical Billing Representative (4536)
Closing Date:	When Filled
Salary:	\$27.74 - \$30.51/hour
Job Type:	<input type="text"/>
Location:	<input type="text"/> Naperville, Illinois
Department:	<input type="text"/>

Job Description:

The City of Naperville's Fire Department is seeking two full-time Medical Billing Representatives to perform a variety of tasks related to processing claims for emergency services in a newly created, in-house medical billing division. The Medical Billing Representative are full-time, civilian (non-sworn) positions that work Monday – Friday in the Fire Administration Building and will report to the Medical Billing Supervisor.

The anticipated hiring range for this position is \$27.74 – \$30.51 commensurate with credentials and experience. The Pay Grade for this position is N220. For additional information, [click here](#).

Responsibilities:

The Medical Billing Representatives are responsible for billing for ambulance and fire recovery services, receiving payments for those services and the maintenance of payment records in a professional and confidential manner. These positions are also responsible for the organization, preparation, submission and posting of Medicaid, Medicare, private pay and private insurance billings for the billing of ambulance services in accordance with policies and procedures of the City of Naperville Fire Department. These roles provide assistance to customers and City personnel on divisional functions and other department activities.

Qualifications:

To qualify for this position, a high school diploma or GED is required along with 1-2 years of relevant experience in ambulance or medical billing or closely related field. An Associate's degree and Medical Coder and Biller Certification (or similar certification) is preferred. Strong organizational skills and attention to detail are essential in this position. Qualified candidates must also have strong computer skills including Microsoft Office applications as well as strong written and verbal communications skills, customer service skills, and problem-solving skills. Highly qualified candidates will have knowledge of basic medical coding, HIPAA regulations, and Medicare, Medicaid and insurance billing procedures.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.

