EMS Billing Technician – Department of Fire and EMS

$41,413 annually ($19.91 hourly) (Grade C08), 40 hours per week
Hours are typically Monday through Friday from 8:00 am – 5:00 pm
Apply by 5:00 pm on Tuesday, September 20, 2022

The Department of Fire & EMS is seeking a detail-oriented individual to serve as an EMS Billing Technician. This independent, organized professional will perform a wide range of tasks involved with ambulance billing including verifying information on Electronic Patient Care Reports (ePCRs) and other documents, maintaining records, data entry and working closely with the third-party billing company. The EMS Billing Technician will also work with the public and the volunteer association as needed.

This position requires an individual who will maintain confidentiality while working daily with highly sensitive, medical information. The ideal candidate for this opportunity will have working knowledge of all aspects of medical billing and coding, possess excellent communication skills, and be able to prioritize tasks. The EMS Billing Technician will report to the Director of Fire & EMS.

Click [here](#) for the full job description

**Qualifications:**

1. High school diploma or general education diploma
2. Two years medical billing work experience

*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- Low-cost, no deductible healthcare plans (including prescription and vision)
- Low-cost dental insurance
- Up to $9,000 in Tuition Assistance per fiscal year
- 13 paid holidays
- Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: [https://careers.carrollcountymd.gov/openings/](https://careers.carrollcountymd.gov/openings/)
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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