Job Title:
WIC Educator / Vital Records/ Billing Assistant
Non-Exempt
Full Time
$14.50/ Hr

General Statement of Duties:

Performs a variety of paraprofessional, client service, and clerical work related to public health nutrition in delivering WIC program services to WIC participants. Fulfills requests for vital records. Executes assigned medical billing activities for the agency. Tracks and monitors payments and flow of insurance claims as requested. Helps resolve issues regarding medical billing with internal and external parties.

Reporting Relationships:

Supervision Received:
Works under the supervision of the WIC Manager, Administrative Manager and Director of Operations respectively.

Supervision Exercised:
None.

Distinguishing Characteristics:

This position is the entry-level job in the NCHD job series classification. The position is typically characterized as staffed by entry-level staff members, trained by Management or Incumbent level trainers. Incumbent employees hired at this level typically receive direct and continual supervision over their work and through the training modules to ensure accuracy and completion.

Primary Duties and Responsibilities:

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

• Provide information to clients and public regarding program services, guidelines, and eligibility criteria.
• Determine program eligibility in accordance with WIC program guidelines.
• Oversees and maintains a scheduled caseload of participants participating in the WIC program.

- Serving Logan, Morgan, Phillips, Sedgwick, Washington and Yuma counties since 1948 -
- Schedule client appointments consistent with the issuance of WIC food benefits and with the appropriate amount of allotted time based on appointment type.
- Accurately performs required anthropometric measurements.
- Determine and tailor food packages to individual client needs and provide ongoing nutrition education as specified by nutrition education checklist or as directed by the Registered Dietitian.
- Set goals with the client, document progress toward goals, and reevaluate and establish new goals within WIC guidelines and protocols.
- Document and update client information including risk factors, health assessments, diet histories, and nutrition plans and progress.
- Identify high and moderate risk clients, such as, low eights, changes in status, medical problems, and related issues; refer high-risk clients to the Registered Dietitian within the correct time frame.
- Make referrals to other County departments, community groups, and outside agencies for health care, food banks, Medicaid, and social services assistance.
- Perform general clerical duties in support of daily WIC functions, such as, answering phones, filing, typing, and restocking office supplies, forms, and education materials.
- Assist in preparing education materials and displays.
- Perform other duties as appropriate or necessary for performance of the job.
- Performs Deputy Registrar duties for vital records (birth and death certificates); issues burial permits and certified copies.
- Enters and accesses data using Colorado State’s vital records electronic system.
- Completes Vital Records Audits as assigned.
- Execute assigned medical billing data entry
- Works directly with 3rd party medical insurance organizations
- Stays current on coding and trends concerning medical billing

**Knowledge, Skills, & Abilities:**

- Basic principles of nutrition.
- Provide professional and sensitive customer service to clients and public of diverse cultural and socio-economic backgrounds.
- Communicate clearly and concisely, both verbally and in writing.
- Prepare and maintain clear and concise charts and records.
- Maintain sensitive and confidential information.
- Accomplish the assigned workload in a timely manner and meet established performance standards and objectives.
- Establish and maintain effective working relationships with other Health Department employees, representatives of other agencies and organizations, and members of the community.
- Basic personal computer use sufficient to enter and retrieve data, perform word processing, and communicate through e-mail.
- Basic clerical skills necessary for typing, filing, and answering phones.
- Ability to be a self-starter and possess time management skills.
- Good working knowledge of CPT and ICD-10 codes
• Understand the fundamentals of electronic medical billing
• Demonstrate a knowledge of EHR Systems
• Demonstrate the ability to foresee changes in medical billing in advance and recommend appropriate solutions.

**Qualifications:**

• Minimum of a High School diploma or GED.
• Possession of a valid Colorado Driver’s License.
• Bilingual (English/Spanish) desirable.
• Strong work ethic and passion for community health.
• Experience in medical billing preferred, but not required.

**OTHER:**

This position is a full-time position funded by grants, contracts and per capita contributions. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.

Medical insurance options at the beginning of the month after hire
Dental insurance options at the beginning of the month after hire
Vision insurance options at the beginning of the month after hire
Voluntary benefit options available at the beginning of the month after hire
PERA Retirement upon hire
401K participation