

Minimum Qualification Specifications
for the Classes:

HOSPITAL BILLING CLERK I and II

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Aptitude	Total Experience (Years)
Hospital Billing Clerk I	1	1		2
Hospital Billing Clerk II	1	2	*	3*

General Experience: Work experience which demonstrated the ability to perform arithmetic computations, compare names and numbers rapidly and accurately, and read, understand and follow oral and written instructions.

Specialized Experience: Progressively responsible work experience which involved the computation and preparation of bills and demonstrated knowledge of office practices and procedures, operation of common office appliances and equipment, billing methods and procedures, and the ability to interpret and apply billing regulations and policies.

*Supervisory Aptitude: Applicants for Hospital Billing Clerk II must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. Graduation from high school, or equivalent, may be substituted for six (6) months of General Experience.
2. Successful completion of coursework at an accredited community college, business or technical school, or four year college or university, which included courses in English and mathematics, may be substituted for General Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed coursework for six (6) months of General Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

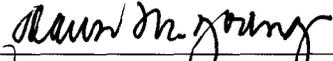
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification requirements for the classes Hospital Billing Clerk I and II which were approved on July 24, 1970.

DATE APPROVED: 5/7/2012



for BARBARA A. KRIEG, Director
Department of Human Resources Development