

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Community Services
Medical Records Clerk

\$39,226 - \$46,236

DATED: April 6, 2026

LAST DAY FOR FILING: April 17, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: Performs responsible clerical tasks involved in the maintenance of medical records and billing insurance carriers. Incumbent performs a variety of activities including data entry and typing medical notes. The work is performed under general supervision following a prescribed routine with leeway allowed for use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Analyzes and reviews medical records for compliance to billing requirements;
- Enters patient information and claims into a computer database;
- Reviews patients' medical records, claims and other forms for completeness and accuracy according to established standards;
- Reports and bills all Medicare and Medicaid patients;
- Records patient admission and discharges;
- Collects necessary documentation including contacting patients, clients or service providers as required;
- Answers telephone requests and client questions;
- Uses computer and computer programs;
- Mails copies of medical record reports to doctors, nursing homes, hospitals, companies and government agencies;
- May serve as a receptionist greeting the public and scheduling appointments;
- May collect fees and account for money received;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of medical or mental health terminology and of standard classified nomenclature of diseases; good knowledge of office terminology, procedure and equipment; working knowledge of medical billing requirements and procedures; working knowledge of modern filing and medical recordkeeping procedures; ability to maintain a variety of medical records neatly and accurately; ability to analyze and organize data and prepare records and reports; ability to use a computer and common office software programs including Microsoft Office; ability to follow detailed oral and written instructions; ability to communicate effectively both orally and in writing; ability to deal effectively with the public; clerical aptitude; accuracy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree or higher; **OR**
- b) Graduation from high school or possession of a high school equivalency diploma and two (2) years paid clerical experience in a medical doctor's office, hospital, or similar setting processing claims and billing.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.ny.gov