

**POSITION AVAILABLE**  
(Patient Care Reports, Billing and Compliance Clerk)

Colleton County is accepting applications for the position of PCR, Billing and Compliance Clerk for Fire & Rescue. The successful candidate will under general supervision, oversee the ambulance billing process. Will perform a variety of specialized duties including budgetary balancing, budgetary research and records maintenance. Serves as a liaison between the contracted Billing Company, Fire-Rescue and citizens. Performs other duties such as inventory of equipment, DHEC and DEA compliance Medicare, Medicaid, CLIA and any others. Manages the Debt Setoff Program in conjunction with the SCAC. Attends to the needs and necessities of the business office, patient records, HIPPA Compliance and other confidential records.

Requires high school diploma or Associate degree in Business and five to seven years of experience in accounting/bookkeeping, etc.; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Pre-employment drug screen and a satisfactory background check also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

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**GRADE: 7**  
**HOURLY RANGE: \$12.73**  
**FULL-TIME**  
**SC RETIREMENT & INSURANCE**