

 Job Description

**Job Title:** Billing Clerk – Clinics/Hospital

**Job Code**: 03

**Classification:** Non-exempt

**Reports to:** CFO

**Creation Date:** 04/21/2016

**Job Summary**

Responsible for entering and coding patient services into a computer system (EHR) and generating invoices to be sent to the patient. Handles insurance claims, performs collections duties and sorts and files paperwork. Responsible for collecting deductibles and co-pays, up front, during patient visits. This position will also assist patient account representatives.

**Essential Duties and Responsibilities:**

* Collect, post, and manage patient account payments.
* Submit claims to private insurance, Medicare and Medicaid.
* Prepare and review patient statements.
* Review delinquent accounts and call for collection purposes.
* Process payments from insurance companies and post.
* Code patient services and enter into computer.
* Sort and file paperwork.
* Ensure healthcare facilities are reimbursed for all procedures.
* Handle information about patient treatment, diagnosis, and related procedures to ensure proper coding.
* Use computers to read and organize charts.
* Follow up to see if a claim is accepted or denied and if denied, investigate rejected claim to see why denial was issued.
* Demonstrates knowledge of, and supports, hospital mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.
* While the majority of billing will be physician billing, will backup billing for hospital.
* Backup Patient Account Representatives by answering questions for customers on bills and payments.
* Maintain strict confidentiality.
* Other duties as may be assigned.

**Job Requirements**

**Education:** High School diploma or GED required; Associates preferred. Or, specialized training in Insurance billing and data entry. Preferable to have coding (ICD-10) training and experience.

**Licensure/Certification:**

**Experience:** Requires at least one year prior experience in patient accounting or related third party billing/collection with in-depth knowledge of specific third party payer requirements including knowledge of Medicare/Medicaid regulations and billing requirements. Also requires extensive knowledge, understanding and proper application of contractual information concerning the numerous payers as they relate to allowables/discounts/per diems. Ability to file insurance claims by hard copy and electronically. Must show maturity in dealing with co-workers. Good verbal and written communication skills are essential. Ability to effectively communicate and interact with physicians, colleagues, hospital staff, patients, public, and third party insurance personnel. Ability to work under stress, with interruptions and deadlines.

**Physical Requirements:** Frequent sitting and long periods of data entry. Occasional bending, stooping, and reaching. Occasionally lift 25 lbs. Good visual acuity.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_