

Billing Clerk Job Description

Reports to:	Revenue Recycle Manager
Classification:	Non-Exempt
Department/Site:	Finance
Date Job Description Approved:	September 2017

Major Functions:

Under the supervision of the Revenue Recycle Manager, the Billing Clerk assesses and collects fees for services rendered; documents transaction amounts on encounter forms, enters and edits encounters on the computer system, prepares daily deposit tickets and performs other tasks deemed necessary by the supervisor.

Essential Functions:

- Determine patients' eligibility at initial and subsequent visits for sliding fee discount and insurance coverage (i.e., Medicaid, Medicare, private or other third party insurance) and obtains relevant supporting documentation for inclusion in both the income verification file and patients' charts.
- Enter and update revenue codes, income codes, sliding fee verification dates and third party insurance information on patients.
- Reviews a patient's account at time of service to ascertain the existence of outstanding balances and requests payment for amounts due; or for those patients unable to make payments during that visit, refers them to the Revenue Recycle Manager for the setting up of a mutually acceptable payment plan.
- Conduct all financial assessments and transactions with patients in a manner that assures privacy and absolutely maintains patient confidentiality.
- Collects the minimum initial registration fee from self-pay patients prior to the time of service and absolutely maintains patient confidentiality.
- Assesses and collects fees from self-pay patients for laboratory procedures before they are performed, unless a physician deems the procedures "medically necessary" and makes appropriate notation on the encounter form.
- Receives three-part prescription slips from patients eligible for pharmacy under the physicians' dispensing formulary plan; assesses charges utilizing the most up-to-date price list entered on the computer system; collects payments (after adjustment for sliding fee discounts) of no less than \$10.00 per item; stamps "PAID" on all copies of each prescription; retains and files the yellow copies, instructs the patients the other copies to the dispensing nurse.

- Receives the copy of each encounter form (along with any accompanying documents); assesses charges for services not yet assessed at the end of each patient visit; applies any applicable discounts based on the most current sliding fee scale; and collects the amount for which the patient is obligated (including any applicable co-payments and deductibles from Medicaid, Medicare and other insured patients).
- Keys all relevant information on encounter forms to the computer system in accordance with established guidelines; prints receipts for patients for whom monies were collected and confirms the accuracy of the keyed information before posting by generating a set of daily pre-end of day reports. (All transactional end-of-day posting be performed by or under the direction of the Revenue Recycle Manager.
- Secures all monies received in a locked cash desk drawer and endorses all checks as soon as possible after receipt.
- Count the monies at day's end and forwards the collections and pre-end of day reports to the Revenue Recycle Manager or a designee who verifies the accuracy of the count and reports to authenticate its accuracy.
- Places the deposit ticket(s), the day's collections and the third party checks in a locked night deposit bag; retains the key; and forwards the locked bag to the Revenue Recycle Manager for deposit at the bank.
- Participates in staff meetings.
- Performs other tasks deemed necessary by the immediate supervisor.

GACFHC reserves the right to revise or change job duties, work sites and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Education/Skills:

- High school diploma or the equivalent, with at least two years business courses; preferably two years of college.
- Thorough working knowledge of cash accounting; collection procedures and posting techniques.
- Ability to type and work with personal computers.
- Familiarity or capacity to become familiar with CPT and diagnosis codes.
- Pleasant disposition and speaking voices.
- Effective communication skills.
- Ability to work under stress and get along with all types of personalities.

Mental Demands:

Must be able to demonstrate the ability to assist; in proper maintenance and oversight of the Billing area. Must demonstrate ability to follow Billing procedures as outlined in the accounting manual and obtain the most economical quotes for the organizations.

Physical Demands:

Work may require sitting for long periods of time, stooping, bending and stretching. Occasionally lifts. Requires manual dexterity sufficient to operate a keyboard; type at least 30 wpm, telephone etiquette and ability to operate minor office equipment. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contacts. Work environment can be stressful.

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities as delineated.

Signature of Employee

Date

Signature of Supervisor

Date