

TITLE: Accounts Receivable Clerk

General: The Accounts Receivable Clerk is responsible for cash posting functions and providing clerical support to the Billing Department. Must be knowledgeable of third party reimbursement issues.

Responsible To: Billing Department Director

Qualifications

Physical:

1. In an average 8 hour day the employee lifts or carries up to 15 pounds frequently.
2. In an average 8 hour day the employee stands or walks 1 hour.
3. In an average 8 hour day the employee sits 7 hours. (These hours include up to 7 hours of data entry and phone work.)
4. In an average 8 hour day the employee drives 0 hours.
5. The employee lifts or carries up to 25 pounds maximum.
6. Must be clean and neat in personal appearance.

Education

1. High school diploma required.
2. Previous experience in working with insurances and cash posting preferred.

Experience:

1. Able to function as a polite and cooperative team member with a positive attitude.
2. Good computer skills.
3. Good oral and written communication skills.
4. Must be detail oriented, able to multi task and work independently with minimal supervision.
5. Familiarity with insurance and third party reimbursement preferred.
6. Able to maintain confidentiality.

On Call:

1. This position is not required to be on call.

Responsibilities
and Duties:

1. Good working knowledge of computer applications to include word processing, spreadsheet, e-mail and other software programs as needed.
2. Strong working knowledge of third party reimbursements.
3. Applies payments to individual accounts receivable claims for all payer sources (i.e. Medicare, Title 19, waiver, commercial insurances, private pay).
4. Processes payment determinations for all payer sources for denied claims, deductibles, co-pays. Updates status code for claim, documents claims management notes, and bills any residual to proper payer source.
5. Notifies billing staff of any contractual adjustments outside of established limits and guidelines.
6. Responsible for managing unapplied payments. Research overpayments and determine if refund or other action is appropriate.
7. Logs and posts refund and recoup activity.
8. Responsible for end of day cash posting functions.
9. Data entry of Public Aid claims into ITS system.
10. Process data change forms.
11. Assist billing staff in working the accounts receivable aging, to include in-house collection calls.
12. Assist billing staff with clerical functions of claims submission.
13. Assist billing department supervisor in tracking productivity measures.
14. Responsible for attendance at in-store meetings and other workshops to stay current with job responsibilities.
15. Perform other duties as deemed appropriate by management.

Date: 07/03