

Billing Clerk Job Description

Job Title – Billing Clerk	Reports to: Accountant	
Job Code-	Overtime Status: <input type="checkbox"/> Exempt (not eligible) <input checked="" type="checkbox"/> Non-Exempt(eligible)	
Department – Finance	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for creating and distributing billing records for patients and following up with insurance providers for payment to XXX Hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have a working knowledge of health care systems and hospital finances and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • None 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Maintains billing of insurance accounts in accordance with established protocols and procedures, in keeping with established hospital standards; • Maintains billing of patient accounts in accordance with established protocols and procedures, in keeping with established hospital standards; • Communicates effectively with other departments to obtain accurate billing information • Handles written and verbal inquiries related to billing • Ensures communication with tact and sensitivity with patients, visitors, co-workers, and other hospital personnel 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Attends staff meetings 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • High School Diploma or GED equivalent • Two year Accredited Associate degree, major in Accounting, or Finance Preferred 		
<p>Experience</p> <ul style="list-style-type: none"> • Required – One year in health care environment as a billing/accounting clerk • Preferred – Two years in health care environment as a billing/accounting clerk 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office, Microsoft Project, and accounting software • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Billing Clerk Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit				X	
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend	X			
	Squat	X			
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
	Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No <u>XX</u>		Yes		
Mental Demands		YES		YES	
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment		YES		YES	
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature