

LONG VALLEY HEALTH CENTER - JOB DESCRIPTION

JOB TITLE: Data Entry/Billing Clerk

SUPERVISOR: Billing Systems Administrator

RESPONSIBLE TO: Billing Systems Administrator

SALARY GRADE: Business Level 3 (BB3)

GOAL: To maintain complete and accurate computer record of daily transactions in accordance with LVHC policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Support the Mission Statement of LVHC.
2. Enters charges, adjustments, payments and diagnosis codes correctly into the computer on a daily basis from LVHC route slips. Audits all entries for accuracy and completeness. Prints day sheets and files all papers.
3. Daily logs mailed payments and enters them into the computer.
4. Runs monthly statement cycle, checks for accuracy and mails them to patients. Calls any patients with past due accounts, to make payment arrangements.
5. Bills weekly all our payer sources to receive money, checks all claims outgoing for any discrepancy prior to mailing.
6. Picks up and sorts mail daily.
7. Answers all billing questions either by phone or in the billing office.
8. Works aging reports for re-billing.
9. Maintain confidentiality of patient information. Keep patient information out of public view.
10. Other job-related duties as assigned.(e.g., provides consultation to front desk reception staff, interacts with patients at Front Desk Business Office Window)

CUSTOMER SERVICE AND JOB EXPECTATIONS

1. Treats patients and each other with respect, courtesy, compassion and professionalism.
2. Promotes teamwork and cooperation to create an environment that maximizes efficiency and satisfaction.
3. Displays cheerful demeanor and make positive comments when on duty.
4. Will adhere to appropriate departmental dress code while providing customer service at Front Desk Reception Area. (E.g., lab coat or scrubs)
5. Displays flexibility in accepting, changing or carrying out assignments.

QUALIFICATION REQUIREMENTS:

1. High School graduate;
2. Ability to communicate effectively and clearly (both written and oral communication);
3. Must have a high degree of accuracy and attention to detail;
4. Must be able to interact effectively with other employees in all levels of the organization as well as with the general public;
5. Excellent keyboarding and computer skills;
6. Familiarity of medical office procedures and billing systems (minimum 1 year).
7. Ability of work without direct supervision.
10. Ability to take directions and complete tasks on time.

PHYSICAL REQUIREMENTS:

1. Must be able to lift up to 40 pounds and push up to 100 pounds on wheels;
2. Must be able to hear staff on the phone and those who are served in person, and speak clearly in order to communicate information to clients and staff;
3. Must have vision which is adequate to read written materials, computer screens, registration forms and other clinic documents;
4. Must have high manual dexterity;
5. Must be able to reach above the shoulder level to work; must be able to bend, squat, sit, stand, stoop, crouch, reach, kneel, twist, and turn.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually above average

Employee Signature

Date