Lifespan HEALTH

HARDIN COUNTY REGIONAL HEALTH CENTER

POSITION: A/R Billing Clerk	**REQUISITION:** #1127
LOCATION: Adamsville	

Posting Date: 7/5/17	**Expiration Date:** open until filled
Department: Financial Services	**Salary Range:** Dependent on Exp. & Ed.
Reports To: Sandi Cauley	**Status:** Non-Exempt
Position Hours: Monday- Friday 8:00am-5:00pm w/required lunch break	

POSITION SUMMARY: The A/R Billing Clerk is a member of the financial services department who is responsible for the accurate and timely data entry responsibilities in the billing department. The A/R Billing Clerk works collaboratively with members of other departments including management to ensure timely and accurate processes.

OVERVIEW:

1. The billing clerk has process responsibilities which are interdependent and impact Lifespan's future. Changing new processes and eliminating obsolete processes will occur as role dictates.
2. The billing clerk will discuss difficult problems with the Billing Manager, learn how to resolve issues, and apply the information into processes.
3. The billing clerk will enhance the Billing Department by accepting ownership for accomplishing new and difficult requests and also explore opportunities to add value to job accomplishments.
4. The billing clerk will alert the Billing Manager regarding late or missing documentation required for billing.
5. The billing clerk is responsible to share knowledge of changes that impact the Billing Department and Lifespan.

ESSENTIAL DUTIES/RESPONSIBLITIES:

1. The A/R Billing Clerk will process claims accurately and timely to all payers in accordance with payer requirements and Lifespan policy.
2. The A/R Billing Clerk maintains accurate A/R records, monitors A/R to have an 85% or greater collections rate.
3. The A/R Billing Clerk will accurately and timely process all electronic remits (ERA) and manually posts paper reimbursements.
4. The A/R billing clerk establishes and maintains a positive working relationship with patients, payers, team members, visitors, and management.
5. The A/R billing clerk maintains confidentiality of patient information and organization information at all times in compliance with HIPAA.

SPECIFIC DUTIES/RESPONSIBILITIES:

1. The A/R billing clerk has the ability to generate new and creative ideas that shape new processes, cut costs, and improve the overall system.
2. The A/R billing clerk has the ability to solve problems and work as a team to meet organizational needs.

3. The A/R Billing clerk has the ability to work effectively, meeting deadlines under pressure while delivering superior results.
4. The A/R billing clerk can demonstrate vision, courage, respect, and accountability.
5. Other duties as assigned.

EDUCATION/EXPERIENCE:
1. High school diploma or equivalent.
2. One (1) year of experience in a medical office working with insurance claims processing.
3. Strong analytical, oral, written communication skills.

TO APPLY:
Internal Applicants: Please complete a transfer form and send to Human Resources.
External Applicants: Please bring a current resume to any Lifespan location.