

Department: Billing
Accounting
FLSA Status: Nonexempt
EEO Code: 05
Workers' Comp Code: 8810

Reports to: Director, Patient

Supervises: N/A
Date: July 1, 2020
Revision Dates:

Job Summary

Compiles, computes, and records numerical data to keep complete records of payments received. Performs a combination of posting, routine calculating, and verifying cash receipts. Receives and deposits cash receipts; processes credit card payments; and posts amounts paid to patient accounts.

Essential Functions

Receives payments and accurately posts amounts paid to patient accounts within required time frame.

Ensures all payments and adjustments are posted according to the documentation provided; forwards questions or concerns to the patient account representative in a timely manner to ensure billing to patients reflects appropriate balance.

Deposits cash and checks receipts from mail and over-the-counter payments.

Processes credit card payments received from patients by mail, telephone, or over-the-counter.

Keeps records of payments received through lockbox using logbooks or computers; date stamps correspondence received.

Posts adjustments on patient accounts and requests refunds.

Resolves discrepancies in accounting/patient account records.

Requires regular and prompt attendance.

Maintains and protects confidentiality in all aspects of patient health information, proprietary information, and employee information.

Manages customer/client interactions in a professional manner; responds promptly to requests for service and assistance, and meets those commitments.

Demonstrates the spirit of the philosophy, mission, and values of Harris through words and actions, and implements them into department processes, programs, and the working environment.

Performs other duties as assigned.

Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications

Work Experience: Requires six (6) months medical billing and/or accounting/bookkeeping experience

Education: High school diploma or the equivalent in experience; courses in medical terminology

License/Certification: N/A

Knowledge, Skills, and Abilities

Proficient in Microsoft Office, Internet, and medical billing systems.

Ability to work effectively and relate well to patients, clients, colleagues, and individuals inside and outside the company.

Ability to communicate both verbally and in writing to individuals inside and outside the company.

Ability to work in a fast-paced environment with demonstrated ability to prioritize multiple, competing tasks and demands, and to seek supervisory assistance as appropriate.

Physical Requirements

Must be able to see, hear, write, and speak sufficient to perform essential job functions.

Requires sitting for up to 8 hours per day. Must have the manual dexterity to perform keyboarding functions required of the essential job functions. Requires frequent standing and walking. Occasionally requires crouching, stooping, bending, kneeling, and lifting/pushing up to 25 pounds.

Work Environment

Works in an office setting in a controlled atmosphere building. Noise level in the work environment is usually quiet to moderate. Working extended hours may occasionally be required.

THE JOB DESCRIPTION IS NOT INTENDED TO BE AN EMPLOYMENT CONTRACT, NOR DOES IT DISSOLVE THE "AT WILL" EMPLOYMENT RELATIONSHIP.

Employee Signature:

Print Name:

Date:

