

Hope Village for Children Job Description
Billing Clerk

TITLE: Billing Clerk (*Non - Exempt*)

REPORTS TO: Chief Financial Officer

FUNCTION:

Under the direction of the Chief Financial Officer, the Billing Clerk is responsible for insurance verification, claims, maintaining accounts, filing, and other clerical tasks.

MAJOR DUTIES

- Verify medical coverage
- Communicate with insurance providers
- Update internal billing databases
- Electronically store residents' records
- Analyze insurance claims
- Receive and sort incoming payments with attention to detail
- Manage the status of accounts and balances, and identify inconsistencies
- Establishes and maintains an effective working relationship with employees at all levels of the organization
- Maintains confidentiality in relation to all matters pertaining to the agency, its board, staff, and residents
- Performs other assignments as directed by supervisor

QUALIFICATIONS:

Education – Must possess a High School diploma or GED

Experience, Skills, and Abilities - Must have a minimum of two years previous experience in medical insurance billing and knowledge of accounting and bookkeeping procedures. Candidate will need to possess problem-solving skills to research and resolve discrepancies, denials, appeals, and collections.

Attention to details and the ability to multi task is essential in this position. Must participate in all mandated training, including orientation, and ongoing staff development trainings, as required by licensing agencies. Must be willing and able to learn and work independently and as part of a team. Good written and verbal communication skills are required.

Screening - Must be able to pass, at orientation and at regular intervals as outlined by licensing agencies, a background check, an NCIC federal background check through fingerprinting, a drug screen, a physical exam, TB screening, MVR insurance guidelines, and any other screenings as outlined by licensing agencies (MDCPS, MDMH etc.). Compliance is required for continued employment.

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The above statements reflect the general level and nature of the job and are not to be construed as all inclusive, nor is it to be substituted or used as receipt of an employment contract.