



Metro Community Health Center

Billing Clerk

POSITION SUMMARY

This full-time entry-level position processes/posts a variety of accounting transactions such as invoices, payments, and expenses in accordance with department procedures. Maintains accounting files. Checks and verifies accounting data; enters data into computerized accounting system, and uses systems to research questions and generate reports. Performs related general clerical duties.

ESSENTIAL FUNCTIONS

- Quick and accurate data entry
- Answering phones, responding to patient request or transferring to the necessary departments
- Verifies accuracy of billing data as well as the logging of payments while maintaining current records and balances, correcting any errors
- Processing sliding fee scale applications
- Maintain current records including billing addresses contacting patients as needed
- Assist patients in understanding billing and charges for which they are responsible
- Contacts patients to obtain, verify, and update account information when necessary
- Able to complete all tasks each day with little assistance; be very reliable and punctual as attendance is important for this position
- Assists in calculating costs for services
- Creates itemized statements, bills, invoices, and other necessary billing documents, which may require calculation of credit terms, shipping charges, discounts, and costs of services.
- Records amounts due for services rendered
- Performs general bookkeeping work, which may include entering data and maintaining records, invoices, and supporting documents of amounts due for items purchased or services rendered
- Generates shipping labels and billing documents
- Performs other related duties, as assigned

REQUIREMENTS

Skills/Abilities

- Basic understanding of clerical and administrative procedures
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Ability to solve problems as they arise
- Excellent research and customer service skills
- Proficient in Microsoft Office Suite or similar software
- Must be detail oriented

Education/Experience

- Education: High School Diploma or equivalent
- Associate's degree or vocational school training preferred
- 1 year of billing/insurance (preferred)
- 2 years of Customer Service
- General knowledge of ICD-9, ICD-10, CPT, CDT coding
- Medical Billing Certificate a bonus
- Experience working with an EMR system

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must be able to occasional lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.

*****All candidates applying will need to be vaccinated for COVID and show proof of receiving the COVID vaccine before being interview and hired.*****