



## Metro Community Health Center



### **Billing Clerk**

**Metro Community Health Center extends great benefits to our eligible employees.**

**MCHC current benefits are:**

- MCHC pays 100% of the employee premium for UPMC Gold Small Business Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 11 paid holidays
- 401k with a 4% match

### **POSITION SUMMARY**

This full-time entry-level position processes/posts a variety of billing transactions such as charge entry, denial management, payment posting, daily cash management and patient inquiries in accordance with department procedures. Checks and verifies insurance data; enters data into EMR system and uses systems to research questions and generate reports. Performs related general clerical duties.

### **ESSENTIAL FUNCTIONS**

- 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 and other demographics via 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 claim processing and management
- Creates itemized statements as a result of payment posting and denial management.
- 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 billing 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, Dentrix or Athena One preferred

### 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. \*\*\***

