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**FEATHER RIVER TRIBAL HEALTH**

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**POSITION DESCRIPTION**

**JOB TITLE:       MEDICAL CASH RECEIPTS CLERK**

**Grade:            4**

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**Reports to:       Lead Medical Biller**

**Department:     Billing**

**Classification:   Non-Exempt**

**Supervises:      None**

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**POSITION SUMMARY:**

Under the direction of the Lead Medical Biller this individual is responsible for posting electronic, paper and credit card payments into the NextGen system in a timely manner.

**ESSENTIAL FUNCTIONS:**

1. Posts payments (i.e., ACH, checks and credit cards) into patient accounts in the NextGen system.
2. Balances the payments posted to the cash receipt logs or batch totals.
3. Must receive prior approval before making any system adjustments to patient accounts.
4. Ensures patient accounts are flagged for any secondary billings.
5. Responsible for filing and maintaining medical billing filing cabinets.
6. Maintains confidentiality in all matters.
7. Participates in quality improvement activities.

**ADDITIONAL RESPONSIBILITIES:**

1. Attend staff trainings and meetings as required.
2. Learn and implement electronic health records and billing functions as they continue to evolve.
3. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
4. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Ability to communicate clearly and concisely.
2. Human relations skills to deal effectively with patients, clients, staff and Board members, community members, and visitors in a professional and courteous manner.
3. Ability to work independently and productively.
4. Demonstrate awareness, sensitivity, and appreciation of Indian culture, traditions, customs, and socioeconomic needs.
5. Knowledge of all confidentiality requirements as outlined in the Corporate Compliance Plan.
6. Ability to maintain a professional attitude and appearance at all times.
7. Ability to meet deadlines and assigned projects in a timely, efficient manner.
8. Ability to make mathematical calculations quickly and accurately.
9. Ability to use a variety of equipment and computers systems necessary to perform duties.

**EDUCATION AND EXPERIENCE:**

1. High School graduate or equivalent.
2. Minimum of one (1) year medical billing knowledge.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

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**Reviewed Job Description:**

Employee Printed Name: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

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Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

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