

**FEATHER RIVER TRIBAL HEALTH**

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**POSITION DESCRIPTION**

**JOB TITLE:       MEDICAL BILLING CLERK**

**Grade:            6**

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<b>Reports to:</b>	<b>Billing Supervisor</b>	<b>Department:</b>	<b>Fiscal</b>
<b>Classification:</b>	<b>Non-Exempt</b>	<b>Supervises:</b>	<b>None</b>

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**POSITION SUMMARY:**

Under the direction of the Billing Supervisor, the duties of this individual include but are not limited to: billing and processing of medical/BHS claims for all payer codes; maintenance of medical/BHS accounts receivable for the organization including posting of payments utilizing an electronic billing system; correcting errors in billing; maintenance of insurance information for patients; processes payments received electronically and manually; researches denied or unpaid claims.

**ESSENTIAL FUNCTIONS:**

1. Prepares billings for services provided in the FRTH service departments utilizing a computerized billing system.
2. Transmission of claims electronically as well as manually for payment.
3. Under the direction of the Billing Supervisor, collects payments and answers all billing inquiries and coordinates and performs insurance follow-up.
4. Breaks down all patient charges into ethnic and insurance categories.
5. Maintains records of all insurance related regulations, changes and updates.
6. Oversees maintenance of all related billing files.
7. Recommends bad debt accounts for referral to collection agency in a timely manner.
8. Under the direction of the Billing Supervisor, maintains and/or produces a variety of reports used in the tracking and billing of services including an aging report used for follow-up on all claims processed. Prepares monthly billing reports, and accounts pending diagnosis.
9. Corrects and/or researches denied or unpaid claims and resubmits for payment.
10. Performs monthly closing and balancing of billing activities based on schedules set by the Billing Supervisor.
11. Participates in quality improvement activities.
12. Respond and participate to inquiries regarding billing issues both on the phone and in person.
13. Maintains confidentiality in all matters.

**ADDITIONAL RESPONSIBILITIES:**

1. Attend staff trainings and meetings as required.
2. Participates in the development of processes and evaluation of systems used by department.
3. Performs other related duties as needed.
4. Learn and implement electronic health records and billing functions as they continue to evolve.
5. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
6. 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 relation skills to deal effectively with patients, clients, staff, 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 HIPAA
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 computer systems necessary to perform duties.
10. Knowledge of medical terminology, ICD-9/ICD-10, and CPT coding.

**EDUCATION AND EXPERIENCE:**

1. High school graduate or equivalent.
2. Two (2) years experience in medical insurance billing

**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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