



Arroyo Vista Family Health Center

JOB DESCRIPTION

POSITION TITLE: Financial Screener/Cashier

SUMMARY:

The Financial Screener/Cashier must be computer literate and have the ability to prioritize, organize, trouble shoot and problem solve. They must have the ability to perform basic mathematical computations. Maintain a professional demeanor with all patients to comply with patient confidentiality (HIPPA) as well as other department managers and staff.

DUTIES AND RESPONSIBILITIES:

1. Update pay codes.
2. Interviews patients to determine their pay code.
3. For patients without medical insurance, analyses income and family date to determine eligibility for sliding fee scale.
4. Verifies insurance coverage of patient who claims to have private insurance coverage.
5. Explains to patients or responsible relatives, the Health Center's billing policy and the patient's responsibility for paying their bills.
6. Furnishes patients with appropriate "Patient Responsibility" forms, for signature.
7. Informs billing clerk of any changes in patient's medical chart and the date of the next re-screening.
8. Assists cashier with data entry of charges and payments of visit.
9. Actively participates in the Quality Management Program.
10. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
11. Performs other duties as assigned.

REQUIREMENTS:

1. Must be computer literate and have the ability to prioritize, organize, trouble shoot and problem solve.
2. They must have the ability to perform basic mathematical computations.
3. Maintain a professional demeanor with all patients to comply with patient confidentiality (HIPPA) as well as other department managers and staff.
4. Must be bilingual in English and Spanish with effective verbal and written communication skills preferred.
5. Knowledgeable with current ICD 9, ICD 10, CPT Codes & HCPCS
6. Must have reliable transportation to commute from clinic locations at any given time during the day to cover the floor or attend meeting and in-service trainings.
7. Must be willing to close the Cashier work station every other day until the last patient is seen by the provider. (Floor schedule will be provided 3 weeks in advance).
8. Must work every other Saturday a full 8 hour shift and some Holidays.

Arroyo Vista will consider qualified applicants with criminal histories.