



Arroyo Vista Family Health Center

JOB DESCRIPTION

Position Title: Billing Clerk I

Salary Range: \$22.00 - \$25.27 Hourly

SUMMARY:

Under the direct supervision of the Billing Manager, the Financial Screener & Cashier are responsible for financially screening and enrolling patients to determine what program offered by Arroyo Vista the patient qualifies for and to review each patient encounter for charge completeness and accuracy of charges.

DUTIES AND RESPONSIBILITIES:

1. Responsible to assist patients regarding billing & payment concerns with accounts.
2. Responsible in calling Insurance companies to verify Insurance eligibility.
3. Responsible in collecting payments on bad debt patient accounts and setting up patient payment financial arrangements
4. Responsible in posting payments, charges and adjustments.
5. Responsible to balance all payment collection batches at the end of day, count petty cash each morning, lunch, and evening
6. Responsible in generating reports each morning to post unbilled charges from the previous work day.
7. Responsible to report any incidents or patient complaints to Billing Manager and Billing Lead.
8. Commutes from different clinic locations as requested to cover other Billing staff or attend meetings and in-service trainings.
9. Scheduled to work every other Saturday as a Financial Screener/Cashier (8 hour shift and some Holidays).

REQUIREMENTS:

1. Bilingual (English/Spanish).
2. Three (1-2) years billing experience in a medical setting.

3. Ability to work well with others in a team oriented professional manner.
4. Ability to maintain confidentiality and comply with HIPAA regulations.
5. Ability to interact with patients in a professional manner and maintain patient confidentiality.
6. Effective verbal and written communication and interpersonal skills.
7. Knowledge of ICD-10 and CPT and HCPC codes.
8. High School Diploma/GED equivalency.