



# Arroyo Vista Family Health Center

## JOB DESCRIPTION

**Position Title:** Billing Clerk II

**Salary Range:** \$24.51 - \$28.15 Hourly

### **Summary:**

Under direct supervision of the Billing Manager, the Billing Clerk II is responsible for maintaining the clinic billing of all patients, including Medi-cal, Medicare, and third-party billing; and for maintaining an open line of communication with all insurance carriers including follow-up, denials, and appeals; and for maintaining a professional demeanor with all patients to comply with patient confidentiality (HIPPA) as well as other department managers and staff.

### **DUTIES AND RESPONSIBILITIES**

1. Calls insurance companies to verify insurance eligibility coverage.
2. Performs basic mathematical computations.
3. Works with insurance denials and follows up on claims status.
4. Assists patients with problems concerning their accounts.
5. Covers cashier and Financial Screener stations, when needed.
6. Reviews & Analyzes the A/R Aging Report on a regular basis.
7. Reports any incidents or patient complaints to Billing Manager.
8. Performs special billing projects.
9. Commutes from different clinic locations as requested to cover other Billing staff or attend meetings and in-service trainings.
10. Scheduled to work every other Saturday as a Financial Screener/Cashier (8 hour shift and some Holidays).
11. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
12. Performs other duties as assigned.

### **REQUIREMENTS:**

1. Bilingual (English and Spanish).
2. Medical Billing/Coding Certification

3. Two (2) years billing experience in a medical setting.
4. Have the ability to prioritize, organize, trouble shoot and problem solve.
5. Effective verbal and written communication skills.
6. Knowledge in current ICD 9, ICD 10, CPT Codes & HCPCS.
7. Knowledge in Insurance verification & eligibility.
8. Must have reliable transportation