

Accounts Receivable Clerk

Reports To: Business Office Manager/Medical Coder

Location: Happy Camp, California

Salary: \$9.00 - \$10.00

Summary: Shall adequately prepare payments balancing to bank deposit, compilation of all reports required by the ED of Health and Human Services and/or Business Office Manager. Post payments and re-bill secondary insurance when indicated. Bill private pay and deductibles and keep denial and age reports to a minimum.

1) What are your typical job responsibilities?

I BILL FOR MEDICAL AND DENTAL DR. VISITS.

2) How do you really spend your day?

I USUALLY SIT AT MY DESK ALL DAY. IF THERE'S BILLING TO DO. OTHER DAYS I SPEND TALKING TO A RECORDING OF THE PHONE.

3) How do you organize your day to ensure you get everything done?

I WRITE A LOT OF NOTES TO MYSELF IN A DAILY LOG BOOK.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

MY FAMILY IS GROWING UP AND MOVING AWAY. I'VE BEEN HOPING TO GET A JOB LATER IN MY LIFE, SO HERE I AM!

5) Uppers; what is the thing that you love most about your job?

THE PEOPLE I WORK WITH.

6) Downers; what is the thing that you love least about your job?

NOT GETTING TO SPEND THE DAYS OUTSIDE IN THE SPRING AND SUMMER.

7) What inspires, excites, and/or motivates you in your job?

LEARNING MORE AND REALIZING I'M DOING THINGS RIGHT MORE OFTEN.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

I USUALLY WORK 8 HRS A DAY, UNLESS SOMETHING COMES UP.

9) How do you relieve stress?

I HAVE DOGS TO PET WHEN I GET HOME.

10) Does your job include a lot of traveling? Do you enjoy it?

NO, NOT MUCH TRAVELING AT ALL. I DO ENJOY IT WHEN IT HAPPENS THOUGH.

11) What advice would you give to someone interested in this line of work?

IT'S A LOT OF WORK, SO LEARN A LOT, TAKE NOTES AND DON'T THINK ABOUT IT WHEN YOU'RE AT HOME.

12) What does a typical day in your world look like?

WAKE UP, FEED MY BIRD, GO TO WORK, GO HOME, MAKE DINNER, GO TO BED.