

## **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?**

Post payments and re-bill secondary insurance when indicated. Bill private pay, and deductibles, claims. Responsible for keeping the denial and age reports to a minimum by working them on a weekly basis (with assistance of other office staff). Prepare all reports required by the ED of Health and Human Services and/or Business Office Manger. File and maintain all collections efforts and keep accurate, up to date, records and spreadsheets regarding collections efforts.

**2) How do you *really* spend your day?**

The majority of my day is spent working out problems with claims and accounts receivable issues. I've become more of a detective than anything, trying to locate the reason for the problems and then finding out the solution so I can resolve the issue and help come up with any fixes that need to be made to our system so the problem does not happen again. The remainder of my day is spent with my normal daily work.

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

Every morning I assess what is the most important thing to get done that day and I begin with that problem/task. I find that I get things done much more efficiently if I take one task at a time and complete it thoroughly before I go onto the next item. I was taught that it is better if you only "touch it once" and it seems to work for me.

**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)?**

I had a very high-level, stressful job that was making me a lot of money but was keeping me away from my family and, over the years, making me extremely unhappy. So, after several years of pleading from my brother to move I finally took his advice. I left the high paying job and all the material things I had accumulated and moved to Happy Camp. To my good fortune the person who had my current job was retiring and I was hired by the Tribe to take over her job. My life is now simpler and extremely happy.

**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?**

Working with some of the insurance companies.

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

The people I work with.

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

For the most part I spend my day (8hours) doing my normal work. Meetings and travel are vary far and few between.

**9) How do you relieve stress?**

I spend time with my brothers and my nephews.

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

No. But when I do travel I enjoy it.

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

Make sure you like to do a lot of telephone calls and investigating.

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

A lot of laughs and enjoyment with both my fellow employees and my family. For the first time in a very long time I really enjoy coming into work. I am finally at peace with the world and happy.