

Billing Clerk

Reports To: Business Office Manager

Location: Happy Camp, California

Salary: \$9.00 - \$10.00

Summary: Shall be responsible for the compilation of all reports required by the Executive Director of Health and Human Services, verification of all insurance, Medi-Cal and Medicare information. Shall assist in posting charges for billing, mailing monthly statements. Shall assist A/R Clerks with insurance denials when requested.

1) What are your typical job responsibilities?

Billing, dealing with insurance companies, running statements, reports, age reports, dealing with patients.

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

Billing, dealing with insurance and patients.

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

Put things into priority lists.

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)?

Medical terminology, RPMS and billing seminars, training.

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

New and challenging problems.

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

Dealing with errors all the way from the clinic to the Billing office.

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

Doing a job right and seeing the results.

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

40 hours of billing, working on age reports, attending the medical staff meetings.

9) How do you relieve stress?

Say "This is so stupid" when things do not go right.

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

Some, I enjoy it.

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

It takes time to learn everything, give yourself at least two years of training and studying, do not get discouraged.

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

Get to work by 8am, sign on to all programs I will need for the day, insurances, etc. Do billing, work on problems with insurance, work on age reports, and work with the clinics in Happy Camp, Orleans, and Yreka. Work with the ICD-9 coders. Stay busy.