

POSITION DESCRIPTION

Title: Accounts Receivable Clerk

Reports To: Business Office Manager/Medical Coder

Location: Happy Camp, California

Salary: \$9.00 - \$10.00

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

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.

Responsibilities:

1. Shall competently verify patient insurance and third party coverage information when indicated.
2. Shall consistently ensure the confidentiality, security and safety of patient billing records and shall comply with the requirements of the Indian Health Services Privacy Act.
3. Shall efficiently file all collection records.
4. Shall adequately prepare payments balancing to bank deposit, and shall make and maintain copies of receipts, checks and other pertinent documentation.
5. Shall skillfully create and maintain spreadsheets.
6. Shall appropriately create and maintain monthly reports for fiscal officer and Health & Human Services Director.
7. Shall be efficient in billing secondary insurance and handling denied claims when applicable.
8. Shall be efficient in billing private pay and deductibles for non-Indian patients, when indicated.
9. Shall be capably available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
10. Must strictly adhere to confidentiality policy.

11. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess a valid California Driver's License, good driving record, and be insurable by the Tribe's insurance.
2. Must have a High School Diploma or equivalent.
3. Must possess basic office skills ex; excellent tele-communication skills, keyboarding with a minimum speed of 40-45 wpm and excellent proficiency on a ten key adding machine.
4. Must have basic understanding of billing software, knowledge of Business Math and ability to work independently.
5. Must have basic understanding of Excel and Word software.
6. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B.
7. Must test annually for TB.
8. Must successfully pass a pre employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, 93-0-01 Tribal Preference will be observed in hiring.

Council Approved: Revised October 6, 2005

Chairman's Signature: _____

Employee's Signature: _____