

## **JOB DESCRIPTION**

**JOB TITLE:** Billing Clerk  
**FLSA Status:** Non-Exempt  
**JOB CONTROL:** CFO  
**JOB SUMMARY:** Responsible for the daily entries of encounter and paid on accounts and all related reporting.

### **DUTIES AND RESPONSIBILITIES**

#### **MEASURABLE OBJECTIVES**

##### **A. POSTING**

1. Make appropriate entries daily of the patient charges into accounts receivable on computer accounts from all sites. Matching charges from EHR to encounter forms.
2. Post all paid on accounts on the day received and integrates into the reconciliation process at the end of the day.
3. Balance on a daily basis by reconciling charges, payments, and adjustments from computer daily print outs and daily patient encounters, credit card reports and deposit slips.
4. Record all posting and deposits and credit card payments on deposit reconciliation.

##### **B. REPORTS**

01. Monthly Summary
02. Aged Accounts Receivable Summary - Print Report Monthly
03. Activity Report
04. Payment Reports
05. Files all reports in an orderly manner by date of services no later than every Friday.

#### **EDUCATION AND EXPERIENCE**

1. High School Graduate with two years computer experience in billing process.
2. One Year College in Computer Billing Processing

#### **SKILLS AND ABILITIES**

1. Must have good attention and detailed work.
2. Must be able to data enter by touch.
3. Must be able to work with minimal supervision.
4. Prefer Bilingual English / Spanish

5. Ability to work as part of a team.

**OTHER**

1. Must comply with the center's policies and procedures regarding the billing department
2. Any other duties determined necessary by Immediate Supervisor / Chief Executive Officer.
3. Must be able to travel and have reliable transportation, a valid Texas Driver License and current Auto Insurance.
4. Must be willing to follow directives both written and verbal

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_