

**INGHAM COUNTY
JOB DESCRIPTION**

BILLING AND REPORTING CLERK - HEALTH

General Summary:

Under the supervision of the Lead Senior Accountant, reviews documentation of services provided to clients to ensure it is accurate and complete and prepares and submits billings for services provided. Posts payments within assigned program areas to appropriate accounts. Posts entries to patient management system for cash receipts and encounter entry, makes corrections to cash receipts and encounter entry, verifies and balances accounts receivable, balance revenue accounts to the patient management system.

Essential Functions:

1. Compiles, prints, reviews, corrects, and prepares bills to third party insurance companies, Medicare, and Medicaid programs. Keeps updated on all changes to insurances based on contracts, industry, or new regulations. Meets with insurance representatives and clinical staff to make necessary changes.
2. Processes first and third party payments, posts to system, runs payment reports, and reconciles to cash received and entered. Combines miscellaneous payments received for grants and billings. Prepares spreadsheets, balances cash, and sends to accounting. Keeps cash box for making change and collecting payments.
3. Runs error and rejection reports by insurance carrier. Resolves data entry or billing problems. Works with clinic data entry and registration staff to resolve and correct errors.
4. Receives third party payments, matches remittance with reports and posts payments.
5. Receives payments from clients and reviews disputed balances with clients using computer system and historical data.
6. Registers and data enters for prenatal program, BCCCP program, and satellite clinics. Researches and reviews encounter forms and bills insurance carriers or other payers. Reviews BCCCP invoices and approves payment, resolving problems with providers regarding fees as necessary.
7. Opens, and distributes mail. Monitors the mail room, obtaining postage for the postage machine when necessary and instructing employees in the use of the postage machine and fax machine as required.

BILLING & REPORTING CLERK - HEALTH (6-28-03)

Page 2

8. Serves as resource to clinic registration and data entry staff by answering questions regarding guidelines and limitations related to registration of third party insurances in the patient management system, resolving computer and software problems, and running reports and balancing input.
9. Serves as back-up for other department staff due to temporary absences or excessive workloads.
10. Maintains monthly spreadsheet for HMO capitation reports for both income and member counts. Distributes monthly Budget Status and General Ledger reports to each department supervisor. Serves as back-up for Nextel phone problems for MIS Coordinator/ Health Department.
11. Responsible for record retention of the Billing and Reporting Unit. Transfers required retained information from the Unit to on-site storage. Also, prepares the records to be transferred from on-site to off-site storage. Responsible for review, data input and billing of retroactive Maternal Support Services performed by clinics.

Other Functions:

12. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: High school graduation or equivalent.

Experience: One year of account keeping experience. Prefer experience with medical billing and computer software and equipment.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access office files.

Ability to enter and retrieve information from computer.

Ability to access records and documents of the department.

Ability to operate copy machines and other office equipment.

Stooping, kneeling, and crouching to retrieve and put away supplies and materials.

Ability to use a step stool to reach supplies.

Working Conditions:

Works in office conditions.

