



Job Description

Job Title:	Billing Receivable Clerk
Department/Program	Administration
Location:	Derby
Supervisor:	Tammy Fricano Grade 3

Integrity • Collaboration • Quality • Compassion • Dedication

Job Summary:

The Primary role of the Billing Receivable Clerk is for the individual to collect on outstanding billing receivables. This will include working on denials and rejections from insurance companies. To succeed in the position of accounts receivable clerk, one should be a skilled and thorough researcher with excellent communication and record-keeping abilities.

Responsibilities:

- Work on aging reports to determine why claims have not been paid.
- Work on denials and rejections generated from current billing to insurance companies credentialed at the highest position they can be to maximize billing revenue.
- Other duties as assigned by supervisor.

Compliance and Values

- All employees are expected to obey all laws and regulations governing our Agency and to always be accountable for compliance.
- All employees are expected to provide the very highest level of service when working with Agency clients and coworkers and their work ethic should reflect Harmonia's Core Values

Skills:

- Must be detailed oriented and be able to collaborate with others
- Must be self-motivated with sound math and analytical skills.
- Strong recordkeeping and communication skills
- High level of accuracy, efficiency, and accountability
- Strong typing and computer skills
- Excellent research, problem-solving and time management skills
- Must be adaptable to changing environment.
- Must be able to work in fast-paced office.

Education and Experience:

- Two-three years' experience in medical billing and receivables is a must.
- Associate degree is not required but is preferred.
- Must know QuickBooks and have excellent knowledge of sound general accounting principles.

Work Environment and Essential Functions:

This position is located within the Agency and work is performed in an office setting. The office is clean and comfortable. It may include getting accustomed to working in close proximity to various office activities and sounds. The incumbent will be in a non-confined office type setting in which he/she is able to move about freely.

GENERAL SIGN OFF: The employee is expected to adhere to all agency policies. This job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee.

I have read and understand this job description and recognize it may change to meet the needs of the organization.

Signature: _____

Date: _____