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|  Oroville Hospital Job Description for Billing Clerk | Department: | Business Office |
| | Dept. #: | 8530 |
| | Last Reviewed: | 05/08; 08/12 |
| | Last Updated: | |

Reports To

Director Patient Financial Services

Job Summary

The Billing Clerk performs clerical duties as necessary to ensure the proper performance of billing activities related to the Business Office.

Duties

1. Processes and/or routes incoming telephone calls
2. Processes Daily Activity Reports
3. Prepares copies of Daily Activity Reports for billing
4. Assists in putting together Master File and Field File
5. Prepare file folder for rejected referrals Billing Clerk
6. Prepares and maintains patient accounts for billing
7. Prepares billing log for each patient account
8. Post visits to billing log from daily activity report
9. Enters registrations on AS/400 for each daily visit
10. Posts visit charges to each account
11. Posts supply charges to each account
12. Keeps track of patients that re discharged in billing log
13. Reviews weekly and informs case managers of reverts due
14. Assists with other clerical activities as needed within the department

Qualifications

1. High school education or GED equivalent and / or credential as required for the position
2. Accurate typing and general knowledge of use of ten key
3. General working knowledge and ability to use office machines and computers

4. Knowledge of basic bookkeeping procedures, medical terminology, basic accounting functions, such as posting information and verifying accuracy of data
5. Ability to plan and carry through a complete cycle of activities
6. Experience Medicare or DME billing preferred

Lifting Requirements

Sedentary-generally lifting not more than 10 lbs maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items