

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

Reports To

Director of Patient Financial Services

Job Summary

Performs various clerical tasks; under general supervision utilizing knowledge of office systems, procedures, hospital regulations and interdepartmental functions.

Duties

1. Billing claims to Medicare, Medi-Cal, and commercial insurance
2. To research denied accounts and submit information or corrections needed to obtain payment
3. Answer basic questions by patients or their agents in regard to the billing of their account

Qualifications

1. High school graduate with background in clerical field preferred
2. Good typing skills with an emphasis on accuracy
3. Ability to perform minor bookkeeping and accounting functions such as posting information and verifying accuracy of statements
4. Able to type ten key calculator with ease
5. Computer skills would be most helpful
6. To be able to decipher information and use good judgment in transmitting this information for effective billing
7. The ability to plan and carry through a complete cycle of activities
8. The ability to organize work and time for most effectiveness
9. Be able to talk to patients or their agents regarding basic inquiries on accounts
10. To be able to work harmoniously with a variety of people
11. To accept added responsibilities or tasks and be flexible in work assignments
12. Assists in personnel training

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