



HARDIN COUNTY REGIONAL HEALTH CENTER

## Lifespan Health Center Job Posting

**POSITION:** A/R Billing Clerk

**REQUISITION:** 1245

**LOCATION:** Pickwick Rd. office

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**Posting Date:** 03/16/2023

**Expiration Date:** open until filled

**Department:** Finance

**Salary Range:** D.O.E.

**Reports To:** Billing Manager

**Status:** Non-Exempt

**Position Hours:** 8:00am-5:00pm w/required lunch break

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**POSITION SUMMARY:** The A/R Billing Clerk is a member of the Financial Services Department who is responsible for the accurate and timely data entry responsibilities in the Billing Department. The A/R Billing Clerk works collaboratively with members of other departments including management to ensure timely and accurate processes.

### **OVERVIEW:**

1. Process responsibilities which are interdependent and impact Lifespan's future. Changing processes and eliminating obsolete processes will occur as role dictates.
2. Discuss difficult problems with the Billing Manager, learn how to resolve issues, and apply the information into processes.
3. Enhance the Billing Department by accepting ownership for accomplishing new and difficult requests and also explore opportunities to add value to job accomplishments.
4. Responsible to share knowledge of changes that impact the Billing Department and Lifespan.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

1. Process charges and claims accurately and timely to all payers in accordance with payer requirements and/or Lifespan policy.
2. Responsible for timely follow up on insurance claim status, resolve denials/rejections, submit re-bills, re-submit claims, file appeals and resolve all front end/clearinghouse rejections in a timely manner.
3. Accurately and timely processing of all electronic remits (ERA) and manually post paper reimbursements.
4. Ensure the balancing of payments and adjustments prior to posting each payment batch. Payments are posted timely.
5. Query the clinical staff when code assignments are not clear to assure accurate and optimal code assignment for reimbursement.
6. Alert Billing Manager regarding late or missing documentation required for billing.
7. Responds to inquiries from insurance, patients, co-workers, clinical staff and providers promptly.
8. Establishes and maintains a positive working relationship with patients, payers, co-workers and visitors.
9. Maintains confidentiality of patient information and organization information at all times in compliance with HIPAA regulations.
10. Works independently and as a member of a team with commitment to excellence while meeting deadlines under pressure while still delivering superior results.

11. Alert the Billing Manager of any changes that impact the billing and Billing Department.
12. Exercise excellent analytical skills and accurate attention to detail.
13. Other duties as assigned.

**EDUCATION/EXPERIENCE:**

1. High school diploma or equivalent.
2. One (1) year of experience in a medical office working with insurance claims processing.
3. Proficient in Excel, Word, 10-key by touch and keyboarding by 50 wpm.

**TO APPLY:**

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

***EQUAL OPPORTUNITY EMPLOYEE***

*It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.*