

Position: Accounts Receivable Clerk
Department: Black Hawk Health Center, Business Office
Supervisor: Business Office Manager
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

This position is located in the Business Office at the Black Hawk Health Center located in Stroud, Oklahoma. This incumbent receives and enters payment data into automated accounts receivable system, reconciles accounts, performs analysis of payments and maintains ledgers of all Private Insurance, Medicare and Medicaid payments.

Duties and Responsibilities:

- Incumbent analyzes and provides support to the total third billing operation and acts as an advocate in the collection of alternate resources.
- Responsible for receiving and posting payments insuring that all accounts balance with the daily deposits. Reviews payments and payment denials to ensure appropriate action is taken to verify reason for denial and to ensure that claims are resubmitted once corrections are made.
- Prepares monthly reports as to the dollar amounts collected from Private Insurance, Medicare, Medicaid, etc.
- Safeguards the contents of health insurance claims and medical records with disclosure of information only within the limits of health program policies and procedures.
- Works with insurance companies to get returned claims corrected, and to insure payment of third party claims.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of Bookkeeping and Accounting procedures and techniques related to classifying account transactions.
- Knowledge of procedures and forms required for billing and reimbursement of private health insurance programs.
- Ability to use keyboard controlled equipment and data processing systems.
- Must be well organized, possess a pleasant personality, neat appearance and demonstrate cultural sensitivity.
- Knowledge of the Privacy Act 1974 and the use of confidential information.

Supervisory Controls:

Work is performed under the general supervision of the Business Office Manager who provides general guidance and advice.

Complexity:

The work consists of duties that involve various processes and methods that impact the overall collection process.

Personal Contacts:

The incumbent will have limited contact with patients; however, there will be contact with employees, tribal officials, State and Federal agencies and health insurance carriers.

Purpose of Contacts:

The purpose of these contacts is to gather information or to respond to inquiries.

Physical Demands:

The work is sedentary with some carrying of computer reports and ledgers. Some walking is required since interaction between the health care disciplines within the facility are required.

Education and Experience:

- High School diploma or G.E.D. required.
- Minimum of two years experience in accounts payable/receivable and prefer one year of experience performing clerical duties.
- Must demonstrate excellent oral and written communication skills.
- Must successfully pass an OSBI/National background check.

Employee's Signature

Date

Supervisor's Signature

Date