

## **BILLING CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work primarily involving responsibility for posting and the reconciliation of medical billing data and records in a computerized billing environment. The work is performed under the general supervision of a billing administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reconciles account balances as they relate to patients' accounts;

Performs medical billing procedures using various billing codes and formats in compliance with government and insurance regulations;

Tracks bills for payment through phone calls and letters or other collection efforts;

Gathers data, resolves routine problems and answers questions;

Analyzes patient accounts receivable ledger and prepares journal entry adjustments, as necessary;

May assist in resolving accounts receivable computer software problems and in developing new or revised applications by explaining basic billing procedures and requirements;

May resolve routine problems related to billing and other accounts, under the direction of a supervisor.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic and English; good knowledge of clerical principles and practices; good knowledge of office terminology, procedures, and equipment; working knowledge of medical billing (e.g. billing codes and various billing formats); ability to carry out oral and written instructions; ability to understand and interpret written material; ability to use computer software as it relates to the billing function\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience, which included at least six (6) months in a medical billing setting.

### **NOTES:**

1. Completion of six (6) college credits in Accounting, Fiscal Management, Finance, Business Administration or comparable curriculum may be substituted for the specialized billing experience.
2. An Associate's degree or higher in Accounting, Business Administration, Finance, or comparable curriculum will be deemed fully qualifying.

\*To be demonstrated during the probationary period.