**Reports To:** Practice System & A/R Mgr.

**Job Summary:** File and bill insurance claims, post daily receivables, follow up on denied claims, and re-bill as necessary. Manage accounts receivables, balance daily receipts and charges, and answer phone calls. Manage payment agreements with patients and turn past-due accounts to collection agency.

**Qualifications:**

1. Must be able to type 45-50 wpm accurately.
2. Must have previous computer education or experience.
3. Must have some previous office skills, education, or training.
4. Previous collection/accounts receivable experience preferred.
5. Must be accurate, orderly, and methodical in work detail.
6. Willing to work within team concept.
7. Sensitive to needs of [CHC] clientele.
8. Bilingual - English/Spanish preferred (written and oral).

**Primary Duties:**

1. Monitor and post all payments received in the mail from insurance, Medicare, Medicaid, patients, etc. on a daily basis to ensure proper credit and accounting.
2. Submit manual and electronic claims to all carriers within one week of patient encounter.
3. Monitor assigned third party payers and clinics accounts receivable each month. Re-bill as needed. Resolve and re-bill denied claims within 30 days of notice.
4. Answer billing questions for staff and assigned patient population.

**Secondary Duties:**

1. Pursue and process past due patient and third party accounts in accordance with established policy.
2. Develop and monitor payment agreements with patients.
3. Act as backup to other A/R clerks to cover assigned third party payers and payment posting.
4. Perform A/R audits at other sites.
5. Maintain A/R filing system for assigned clinic.
6. Work on special projects as assigned by the Data Coordinator.
7. Hold all patient/health center information in confidence.

**Physical Requirements:**

1. Lifting up to 25 lbs.
2. Continuous sitting, stooping, twisting, bending, and standing
3. Normal manual dexterity
4. Correctable vision and hearing.
5. Must be able to read, write, and speak clearly.