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|--|-----------------------------|---|-----------------------------------|
| <b>Job Title:</b>  | Billing Clerk               | <b>FLSA:</b>  | Non-Exempt                        |
| <b>Department/Group:</b>   | Administration              | <b>Reports To:</b>  | Asst. Accounts Receivable Manager |
| <b>Location:</b>   | Maysville                   | <b>Travel Required:</b>   | Yes                               |
| <b>Position Type:</b>  | PRN                         |   |                                   |
| <b>HR Contact:</b>   | Mary Breeze                 | <b>Date posted:</b>   |                                   |
| <b>Will Train Applicant(s):</b>  | Yes                         | <b>Posting Expires:</b>   | -----                             |
| <b>Job Description:</b> The billing clerk position is accountable for creating invoices and credit memos, issuing them to customers by all necessary means, and updating customer files.   |                             |   |                                   |
| <b>Applications Accepted By:</b>   |                             |   |                                   |
| Drop off at Comprehend Office<br>611 Forest Avenue<br>Maysville KY, 41056  |                             | <b>Email:</b><br><a href="mailto:mbreeze@comprehendinc.org">mbreeze@comprehendinc.org</a> |                                   |
| <b>Job Description</b>   |                             |   |                                   |
| <b>Role and Responsibilities</b>   |                             |   |                                   |
| <ul style="list-style-type: none"> <li>Follow up on all claim denials from insurance companies</li> <li>Obtain outstanding claims or unpaid claim reports from system</li> <li>Work all denied claims including re-submit/rebill on the web portals or whatever mechanism assures payment of claims.</li> <li>Correcting data in the billing system for all claims that have been denied due to incorrect data</li> <li>Assist the AR Manager with client and insurance billing</li> <li>Check insurance availability &amp; Obtain benefits</li> <li>Post payments &amp; other data into Avatar</li> <li>Assist Clients with questions regarding statements</li> <li>Other duties as assigned</li> </ul> |                             |   |                                   |
| <b>Qualifications and Education Requirements</b>   |                             |   |                                   |
| <ul style="list-style-type: none"> <li>High school graduate</li> <li>Medical office experience required</li> <li>Medical billing certification preferred</li> </ul>  |                             |   |                                   |
| <b>Physical Requirements</b>   |                             |   |                                   |
| <ul style="list-style-type: none"> <li>Ability to sit or stand for periods of time</li> <li>Ability to stoop, squat, etc. for filing</li> </ul>  |                             |   |                                   |
| <b>Special Requirements</b>  |                             |   |                                   |
| <ul style="list-style-type: none"> <li>Excellent typing and telephone skills</li> <li>Thorough knowledge billing and insurance procedures</li> <li>Great customer service skills</li> <li>Computer knowledge with specific preference for knowledge of the Avatar billing system.</li> </ul>   |                             |   |                                   |
| <b>Reviewed By:</b>  | Accounts Receivable Manager | <b>Date:</b>  |                                   |
| <b>Approved By:</b>  | Human Resource              | <b>Date:</b>  |                                   |
| <b>Employee Signature:</b>   |                             |   |                                   |
| <b>Last Updated By:</b>  | 01/18/21                    |   |                                   |

