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

