



JOB DESCRIPTION

Job title	<i>Medical Billing Clerk</i>	FLSA Class:	<i>Non-Exempt</i>
Department	<i>Medical Clinic</i>	Position Type:	<i>Full Time</i>

Job purpose

Under the supervision of the Billing Supervisor, the Medical Billing Clerk will be primarily responsible for maintaining the clinic billing of all patients, including Medi-Cal, Medicare and third party billing; and for maintaining an open line of communication with all insurance carriers including follow-up, denials and appeals.

Duties and responsibilities

- Review patient chart documentation to assure correct coding and accurate billing.
- Process / Enter accurate data into NextGen in a timely manner.
- Submit claims, edits errors and trouble shoot per carrier requirements in a timely manner. Clear errors per carrier receipt and re-submit.
- On a daily basis, research claims unpaid status. Trouble-shoot and correct to reduce AR balances.
- Post payments to system associated with patients and insurance carrier's remittance.
- Effectively communicate with clinic / program staff and insurance carriers about any patient eligibility issues and payments.
- Follow up with insurance carriers on unpaid claims until claims are paid or determined by established account receivable policy and process rejections accordingly.
- Attend trainings and review bulletins provided by State, County and other insurance carriers, staying abreast of any changes to billing guidelines.
- Perform other duties as assigned by Billing Supervisor and Director of Finance
- Provide assistance and information to patient when requested.
- Perform other duties as assigned.

Qualifications

- High school diploma or its equivalent.
- Two (2) years hands on medical billing experience in a clinic or hospital setting.
- FQHC experience preferred.
- Knowledge of Medical terminology, terms and abbreviations.
- Basic math, computer and Internet skills.
- Knowledge of NextGen system is a PLUS.



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- Ability to analyze and reconcile billings with payments.
- Ability to perform detailed work and data entry accurately.
- Effective oral and written communication skills.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Direct reports

Billing Supervisor