



RAVENSWOOD FAMILY HEALTH CENTER
Position Description

Title: Medical Billing Clerk
Reports To: Billing Director
FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the Billing Director, the Billing/Collections Clerk is responsible for the preparation and submission of billing for all payers including self-pay patients, public programs, and private third party insurance; conducts accounts receivable reviews and follows-up on all unpaid accounts to ensure prompt payment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To be performed in accordance with RFHC Policies and Procedures

- Reviews assigned encounter forms for accuracy and completeness before posting and returns incomplete forms to the appropriate clinical provider
- Enters visits and diagnostic codes from NextGen holding tank into the practice management system on a daily basis
- Processes billing for services to all payers including submission of electronic claims for public programs, hard copy claims on HCFA 1500's and UB 04's for private insurance and hard copy statements for self-pay patients
- Researches denials, unpaid or partially paid claims, and re-bills weekly to ensure prompt payment
- Attends meetings and participates in committees as requested
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or GED required with minimum one year billing experience in a health care organization required
- Knowledge of billing practices required
- Bilingual Spanish/English or Tongan/English strongly preferred
- Knowledge of CPT and ICD-10 coding and billing requirements for public programs and third party payers
- Familiar with a Windows environment
- Excellent customer service skills
- Organized with the ability and judgment to work independently and as part of a group

Qualified Applicants please submit resume and salary requirements to:

resumes@ravenswoodfhc.org or

FAX: 650.321.8576