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| Job Title: | Billing and Coding Clerk | Job Category: | Non-Exempt |
| Department/Group: |  | Position Control #: |  |
| Location: | Corporate | Travel Required: | Yes |
| Level/Salary Range: |  | Position Type: |  |
| Reports To: | Billing and Coding Administrator | Date Posted: |  |
| Will Train Applicant(s): |  | Posting Expires: |  |

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| External Posting URL: | [www.fchcinc.org](http://www.fchcinc.org)  |

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| Position Summary: |

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| The Billing and Coding Clerk provides much needed transactional support to the Billing and Coding teams. This is a unique entry-level opportunity to work in a high performing team and gain valuable experience in the outpatient medical services field. The Billing and Coding Clerk will learn about documentation errors or inconsistencies that prevent patient encounters from being paid. S/he will be taught how to identify critical data in claims, aggregate and resolve large batches of encounters. The Billing and Coding Clerk will also support the Billing and Coding teams on special projects that often involve exporting and otherwise preparing batches of claims from the electronic health record. If you have ever wanted to work in the medical billing field, this is your opportunity.  |

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| Job Description |
| Role and ResponsibilitiesSupport members of the Billing and Coding department by performing large scale, repetitive duties that may include:* Posting corrections for patient registration information that includes, but is not limited to, patient demographics and insurance information
* Process patient credit card payments
* Answer incoming calls from patients when scheduled to do so.
* Monitoring open claims to ensure they are closed by last day of monthly close.
* Working claim rejections
* Processing incoming EOBs to ensure timely insurance filing.
* Reviewing insurance payer reimbursements for correct contractual allowable amounts
* Reconciling transactions to ensure that payments are balanced
* Supporting month-end close procedures
* Performing data queries and supporting payer special projects
* Supports SFS Program and ensures patient account accurately reflects SFS Policies.
* Perform other related duties as required or assigned by the Billing and Coding Administrator.

Qualifications and Education Requirements* Must demonstrate critical thinking and have strong problem-solving skills
* Be able to communicate effectively.
* Proficiency in Microsoft Office: Microsoft Excel, Word and PowerPoint.
* Must be able to travel to centers when required.

Additional NotesThis job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by supervisor.**This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.**I have read, discussed and fully understand the above position job description.Employee Signature/Acknowledgment Date |
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| Reviewed By: | Melissa Dixon, SR. Human Resources Director | Date: | Date |
| Approved By: | Melissa Dixon, SR. HR DirectorMeg Russell, CFO | Date: | Date |
| Last Updated By: | **05/2020** | Date/Time: | Date/Time |