

EMCMHC

Job Description

CLASS TITLE: A/R Clerk **FLSA:**

DEPARTMENT: Administration

ACCOUNTABLE TO: Office Director **SALARY: \$41,600 - \$47,870 DOE**

PRIMARY OBJECTIVE OF POSITION: Under general direction is responsible for all electronic insurance billing and client statements; Work varies and may require individual judgment within clearly defined policies and practices.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements involves prolonged sitting and may require lifting up to 35#'s (greater with assistance);
- Must possess computer skills with familiarity in Excel and Word programs;
- Must possess people skills and the ability to work with other Agencies;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain certification throughout employment;
- Must complete Credible Billing Certification within two (2) months of employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Maintains current and terminated admission files, assigns appropriate client liabilities and processes status changes on client files;
- Responsible for all electronic insurance billing, VA billing, special billing, and client statements for the EMCMHC;
- Posts all cash receipts and may work with satellite offices regarding billing procedures;
- Gathers and completes all paperwork necessary to keep all EMCMHC/SADS clinicians certified with individual insurance companies, and single case agreements;
- Inputs all financial information on intakes and status changes;
- Completes some Medicaid and WASP insurance denials;
- Completes an itemized statement of all credit balances;
- May provide backup for the CSR;
- Performs other duties that may be assigned.

CLASS TITLE: Insurance / Accounts Receivable Clerk (continued)

SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from High School or its equivalent supplemented with advanced accounting and computer training; Two (2) year degree in accounting desired; PLUS
- Knowledge of Excel and Word programs and some demonstrated experience with finance preferred;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain certification throughout employment;
- Must complete Credible Billing Certification within two (2) months of employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Possesses ability to follow oral and written instructions;
- Possesses ability to establish and maintain effective working relationships with others;
- Verifies all insurance, Medicaid, and WASP benefits;
- Responds to clients questions;
- Answers the telephone as needed;
- Performs other duties that may be assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 07/15/2024