

Anav Tribal Health Clinic Quartz Valley Indian Reservation

9024 Sniktaw Lane
Fort Jones, CA 96032
Phone: (530) 468-4470
Fax: (530) 468-4478



Position Description

Position: **Accounts Receivable Specialist**
Department: Administration
Supervisor: Business Office Manager
Classification: Full Time Non Exempt
Salary: DOE

SUMMARY:

The Accounts Receivable Specialist is responsible for processing and posting all payments and EOB denials. To assure timely reimbursement to the Clinic and manage the accounts receivable, the Specialist will review and research past due accounts, follow-up on unpaid claims, and make collection calls on unpaid accounts. The primary purpose of this position is to assume responsibility of the accounts receivable. They will be responsible to know and understand the details of what accounts receivable consists of and prepare monthly reports including but not limited to aging and cash flow reports. Communication with patients and assisting with front office duties may be required occasionally.

Description of Duties and Responsibilities:

- 1 Responsible for all third party and patient statement billing using RPMS A/R software.
- 2 Process all EOB payments and denials. In cooperation with clinic Biller, follow up on unpaid claims and patient accounts and perform necessary research and functions towards collection.
- 3 Assume responsibility of the accounts receivable.
- 4 Understand the details of what accounts receivable consists of (Medicare, private insurance, self-pay, etc).
- 5 Prepare monthly accounts receivable reports and be able to explain increases, decreases, and trends.
- 6 Prepares summary of proposed write offs and adjustments.
- 7 Collect and reconcile cash boxes and prepare deposit slips.
- 8 Post cash payments into the RPMS.
- 9 Maintain a filing system for all A/R related documents to ensure efficient retrieval.
- 10 Maintain a desk manual.
- 11 Assist in front office duties as needed.
- 12 Maintain positive working relationship with all staff in all departments.
- 13 Other duties as assigned.

Qualifications for Position:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Graduation from high school or the equivalent. Accounting or Bookkeeping education preferred. Two years of appropriate office work experience, including at least six months working with and managing accounts receivable. Experience with RPMS and with doing reconciliation's preferred. Must have working knowledge of insurance/billing/payment procedures as well as ICD/CPT coding principles.

Substitution: Satisfactory completion of an appropriate vocational training course of study such as medical office training may be substituted for up to one year of the required two years of office work experience.

KNOWLEDGE AND ABILITIES:

Knowledge of standard office policies and procedures. Skill in organizing time and managing multiple demands. Skill in dealing with patients and visitors as well as other staff members. Knowledge of traditional health insurance plans, Medicare, and workers' compensation. Understanding of concept of maximum reimbursement. Knowledge of CPT and ICD coding principles. Understand of EOB's and skills in deciphering. Accuracy with data entry and 10-key skills. Understanding of accounts receivable management. Understanding of aging reports. Understand how to do reconciliation. Ability to research and take necessary action to collect on unpaid claims and patient accounts. Skillful in the use of calculators, computers, spreadsheet software, and patient management software. Ability to work independently and use good judgment in work prioritization Ability to complete difficult/complex tasks. Ability to follow oral and written instructions.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

To apply submit application and resume to: QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained at www.qvir.com or by calling Human Resources at (530)468-5907 and may be submitted in person, by regular mail, or by email at humanresources@qvir-nsn.gov

Acknowledgement:

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel that I might need to allow me to perform these functions. I agree to abide by all administrative, medical policies and protocols of the Quartz Valley Indian Reservation/Anav Tribal Health Clinic.

Signature

Date