

**NORTHEAST MONTANA HEALTH SERVICES**  
**JOB DESCRIPTION**  
**CASH POSTER**

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**NAME:** \_\_\_\_\_

**ACCOUNTABLE TO: DIRECTOR, BUSINESS OFFICE**

**PURPOSE OF YOUR JOB POSITION**

The primary purpose of your job position is to work closely with third parties and patients monitoring balances, accepting payments, and processing refunds to reconcile outstanding balances, providing consistent updates on the status of payments and answer patient questions regarding their accounts.

You will also run Medicare, Medicaid, BCBS reports from payers and post the payments to accounts. The Cash Poser also Manages Long Term Care patient's payments and prepares deposits daily for the Business Office Director, sorting and managing the incoming mail for the entire Wolf Point facility.

As the Charge Entry Clerk, you are delegated the authority, as stipulated by your supervisor, the responsibility and accountability, necessary to carry out your assigned duties.

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only job duties that you will be required to perform. The omission of specific statements of duties does not exclude them from your position if the work is related, similar or a logical assignment to your position.

**WORKING CONDITIONS**

1. Works in a well-lighted, ventilated office area.
2. Is subject to sitting, standing, and bending intermittently throughout working hours.
3. Is subject to frequent interruptions.
4. Is subject to hostile, emotionally upset patients, residents, family members, personnel, and visitors, etc.
5. Is willing to work beyond normal working hours, weekends, and holidays when necessary.
6. May be exposed to infectious diseases and hazardous waste.
7. Must travel between the campuses of NEMHS.

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### **ESSENTIAL JOB QUALIFICATIONS**

1. Must possess a high school diploma.
2. Is preferable to have a minimum of two years' experience in bookkeeping.
3. Must present a good comprehension and operational knowledge of computers.
4. Must be able to read, write, speak, and comprehend the English language.
5. Must be able to see and hear, or use prosthetic devices that will enable these senses to function adequately to assure that the requirements of the position can be fully met.
6. Is preferable to have working knowledge of nursing procedures, and medical terminology.

### **ESSENTIAL JOB FUNCTIONS**

1. Must always display and maintain complete confidentiality.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, co-workers, physicians, and outside agencies.
4. Must attend and participate in educational offerings to keep abreast of regulatory changes that effect your position.

### **MAJOR RESPONSIBILITIES**

1. **Responsible** for entering all payments into patient accounts for the Wolf Point and Poplar campuses.
  - a. Assures that proper patient payments are entered into the computer.
  - b. Coordinates with the extended campuses to assure proper and accurate payment information.
  - c. Responsible for timely payment entry.
  - d. Serves as a resource to other insurance clerks on transaction codes, proper use.
2. **Responsible** for entering all adjustments into patient accounts for the Wolf Point and Poplar campuses.
  - a. Is knowledgeable in reading and comprehending third party data spreadsheets.
  - b. Assures proper patient adjustments.

- c. Responsible for entering timely adjustment entries.
3. **Responsible** for entering patient refunds.
- a. Assures that proper patient refunds are assigned, according to policy.
  - b. Prepares refund requisitions with all necessary information to be given to the Accounts Payable Clerk for proper payment.
4. **Responsible** for cash and cash payments.
- a. Receives cash and checks for payments into patient accounts, when necessary, as a backup.
  - b. Completes the cash log.
  - c. Prepares the daily bank deposit. Communicates to Accounts Payable.
  - d. Responsible for balancing patient payments/adjustments are entered into each patient account against the daily cash log and deposit slip, at the end of each day.
5. **Responsible** for working closely with Chief Financial officer (CFO) on patient accounts general ledger, and appropriate month-end functions.
- a. Assures the correctness and balances Accounts Receivable prior to month end and daily.
  - b. Keys in General Ledger information under the direction of the CFO.
6. **Responsible** for assisting patients with payment questions.
- a. Requests information necessary from patient and or agencies.
  - b. Responds to all inquiries in a timely manner.
  - c. Obtains appropriate authorization to obtain information on patient's behalf.
7. **Responsible** for Credits & Collections
- a. Responsible for submitting patient accounts to our Credit & Collections Agency as directed and approved by your supervisor.
  - b. Must work very closely with all campuses of NEMHS to evaluate all accounts.

- c. Works closely with collection agencies. Notifies agency within required time for accounts to be withdrawn. Must have approval from Supervisor for granting of court actions against clients.
  - d. Keeps abreast of all changes affecting C&C policy.
  - e. Responsible for sending out collection letters according to established policy.
  - f. Responsible for follow-up on all accounts turned over to collection.
  - g. Must work closely with clients for which the collection process has started. Must show professionalism in your ability to work with the clients.
8. **Responsible** for abiding by the policies and procedures of NEMHS.
- a. Follows the Employee Handbook.
  - b. Follows the Employee Health policies.
  - c. Follows OSHA, Infection Control, Hazcom and Safety polices.
  - d. Follows Fire Life Safety policies.
  - e. Follows Corporate Compliance policies
  - f. Follows HIPAA policies
  - g. Follows Hazcom/Blood Borne Pathogen policies
9. **Responsible** for assuring self-educational needs by attending meetings pertinent to your job position.
- a. Attends mandatory meetings.
  - b. Attends meetings as directed by the Director of the Business Office.
  - c. Keeps abreast of regulatory changes, which may affect your job duties.

I have read and understand the above job description. I understand that the above duties and responsibilities are essential to my job position.

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 Employee

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 Date

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 Supervisor

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 Date