

NORTHEAST MONTANA HEALTH SERVICES
JOB DESCRIPTION
INSURANCE CLERK - MEDICAID

NAME: _____

ACCOUNTABLE TO: **DIRECTOR, BUSINESS OFFICE**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to assist the Director of the Business Office in the Billing functions of the Business Office, by being responsible for accurate completion of specific insurance billing and assisting with visiting specialty physicians. This is to be done in accordance with current NEMHS policy, and may be directed by the Director of the Business office.

As an Insurance Clerk, you are delegated the authority, 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, 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. May be required to travel between the campuses of NEMHS.

ESSENTIAL JOB QUALIFICATIONS

1. Must possess a high school diploma or its equivalency.
2. Preferable to have one year experience in bookkeeping or accounting practices.

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.

ESSENTIAL JOB FUNCTIONS

1. Must display and maintain complete confidentiality at all times.
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 changes that effect your position.

MAJOR RESPONSIBILITIES

1. **Responsible** for the accurate completion and submission of Medicaid claims, and the Medicaid Ambulance claims for all campuses.
 - a. Is acutely knowledgeable of the regulations involving Medicaid billing.
 - b. Is knowledgeable of the regulations regarding Passport to Health.
 - c. Accurately and completely builds all UB forms.
 - d. Submits all claims to Medicaid and submits ambulance claims from all campuses.
 - e. Completes all follow up of accounts.
 - f. Responsible for secondary billing.
 - g. Scan documents as necessary
2. **Responsible** for assisting patients with payment questions.
 - a. Requests information necessary form patient and or agencies.
 - b. Responds to all inquires in a timely manner.
 - c. Obtains appropriate authorization in order to obtain information on patient's behalf.

