

**NORTHEAST MONTANA HEALTH SERVICES**  
**JOB DESCRIPTION**  
**INSURANCE CLERK - MEDICARE**

**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, submission, and follow-up of the below specified billing functions:

Medicare billing for the campuses of Poplar and Trinity Hospital, all Nursing Home Billing for Faith Lutheran Home and Lifeline.

As an Insurance Clerk, you are delegated the authority within the parameters set forth 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, 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.
2. Preferable to have one year 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. Must use initiative and judgment to make decisions within the scope of assigned authority.

### **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 proper transmission and follow-up of all Medicare claims, hospital, swing beds, and nursing home.
  - a. Assures proper patient billing information including checking of coding and billing of medical supplies.
  - b. Coordinates with the extended campuses to assure proper and accurate billing information.
  - c. Responsible for the timely transmission of patient accounts., electronic billing, downloading and sending for all insurances, Medicaid and Medicare.
  - d. Does Medicare ERA receiving and uploads for all facilities.
  - e. Posts NH and hospital ERA for Medicare
  - f. Does DDE corrections and request for info for all facilities.
  - g. Takes care of all credit balances and rebilling for Medicare patients.
  - h. Scans documentation into computer system as necessary.
  - i. Maintains QuickBooks system for Poplar NH-Swing Beds patients

- j. Completes the follow-up on accounts. Provides Supervisor with a written, accurate accounting of any unpaid claims.
4. **Responsible** for assisting patients with questions regarding the billing process and status of claim.
- a. Obtains appropriate authorization in order to obtain information on a patient's behalf.
- b. Responds to all inquiries in a timely manner.
5. **Responsible** for assuring self educational needs by attending meetings pertinent to her job position.
- a. Attends mandatory meetings.
- b. Attends meetings as directed by the Department Manager.
- c. Keeps abreast of regulatory changes, which affect her job duties.
- d. Adheres to policies of Northeast Montana Health Services:
- Personnel Handbook
  - Employee Health
  - OSHA Standards
  - Fire Life Safety
  - Hazcom
  - Infection Control
  - Corporate Compliance
  - HIPAA
  - Hazcom/Blood Borne Pathogens

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