

JOB TITLE: Insurance Clerk 1

SALARY RANGE:

DEPARTMENT: Billing Department

NON-EXEMPT

REPORTS TO: Billing Specialist

### **JOB SUMMARY**

The Insurance Clerk is responsible for accounts receivable functions, for insurance plans and for third party payors under the guidance of regulatory and contractual requirements.

### **PRIMARY FUNCTIONS**

1. Prepare and file insurance claims in accordance with insurance carrier's regulatory and contractual requirements.
2. Review, correct and reconcile rejections from clearinghouse or CIMOR system.
3. Review, reconcile and post remittance advices (RA) or explanations of benefits (EOB) as received for assigned insurance carriers.
4. Process, correct or adjust denied claims and overpayments for assigned insurance carriers.
5. Work with other departments in obtaining insurance information as needed to file or correct claims for assigned insurance carriers and patient accounts.
6. Review and process open items reports for insurance carriers and patient accounts assigned.
7. Verify insurance eligibility for scheduled appointments.
8. Process collection of patient balances, deductibles, copays and co-insurance on patient accounts and insurance carriers as assigned.
9. Other related duties as assigned by Billing Specialist.

### **QUALIFICATIONS**

1. Two (2) year's experience in claim processing and verifying insurance eligibility preferred.
2. High school graduate or G.E.D.
3. Must have experience working with Microsoft office products.
5. Customer focused, detail oriented and high-degree of accuracy.
6. Preferred bilingual (English/Spanish)

### **POSITIONS SUPERVISED**

None.

