



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Accounts Receivable Clerk

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am – 4:30pm

Salary Range: \$15.00 - \$19.00 per hour

Posting Date: 09/08/2020

Closing Date: 09/21/2020

Description of Position:

The Accounts Receivable Clerk will ensure accuracy and efficiency of operations, processing and monitoring of incoming payments, and securing revenue by verifying and posting receipts.

Qualifications:

- Associate's degree in Finance, Accounting or Business Administration required.
- At least 2 years of previous medical billing, insurance, and claims processing related experience required.
- Working knowledge of managed care plans, insurance carriers, referrals, and pre-certification procedures
- Strong knowledge of ICD-10, CPT, HCPCS, modifiers and coding documentation guidelines - CPT and ICD-10 certification a plus
- Comprehensive understanding of accounts receivable in a healthcare setting.
- Solid understanding of GAAP (generally accepted accounting principles).
- Experience or knowledge of basic bookkeeping, experience with accounting software.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Hands-on experience in operating spreadsheets and accounting software.
- Proficiency in MS Office
- Customer service orientation and negotiation skills a must.
- High degree of accuracy and attention to detail.
- Ability to work and communicate with Insurance Companies, Federal and State Agencies, Indian Health Services, Providers and co-workers.

- Must be able to pass a background check.
- Valid Driver's License.
- Have valid Vehicle Insurance.
- Be able to pass pre-employment and random drug testing.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

Major Duties and Responsibilities:

1. Process accounts and incoming payments in compliance with financial policies and procedures.
2. Posts customer payments by recording cash, checks, and credit card transactions.
3. Updates receivables by totaling unpaid invoices.
4. Maintains records of invoices, debits, and credits.
5. Verifies validity of account discrepancies by obtaining and investigating information from sales, promotions, customer service departments, and from customers;
6. Resolves valid or authorized deductions by entering adjusting entries.
7. Resolves invalid or unauthorized deductions by following pending deductions procedures.
8. Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
9. Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
10. Protects organization's value by keeping information confidential.
11. Updates job knowledge by participating in educational opportunities.
12. Accomplishes the LCO-CHC organization mission by completing related results as needed.
13. Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
14. Prepare bills, invoices and bank deposits.
15. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
16. Facilitate payment of invoices due by sending bill reminders and contacting clients.
17. Generate financial statements and reports detailing accounts receivable status.
18. Provide the Finance Director with a monthly receivable report.
19. Follow detailed written and oral instructions, demonstrate professionalism, conscientious of internal control policies and maintain confidentiality at all times.
20. Process electronic claim submissions.
21. Monitor Accounts Receivable Accounts and Re-submit/adjust/follow-up when needed.
22. Maintain Patient accounts and billing statements.
23. Responsible for the handling of out-going mail.
24. Responsible for reporting Adverse Incidents.
25. Any other duties assigned by the Finance Director.

Supervision and Guidance:

The Accounts Receivable Clerk will work under the direct supervision of the Finance Director with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

09/08/2020