

Department Name: **Billing and Payroll**

Reports to: **Billing Director**

General Purpose:

To provide support to intake and billing team. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

Essential Functions:

- Obtain information relating to patient eligibility; prepare related forms and documents; and maintains files and records.
- Performs data entry, retrieval, and data searches; and compiles and tabulates data.
- Completes other assignments as requested and assigned.
- May have access to personal health information ("PHI") necessary to fulfill the above duties and responsibilities. Access to use and ability to disclose PHI is further defined by each organization/department.

Minimum Education & Experience Requirements:

- High School Diploma or equivalent.
- One (1) year experience in healthcare, temporary help, or related industry.

Knowledge, Skills & Abilities Required:

- Proven organizational skills and detail orientation.
- Ability to multi-task, work under pressure with changing priorities and short deadlines, and effectively handle a heavy workload.
- Ability to effectively communicate, both orally and in writing, with clinical and non-clinical personnel.
- Proficient in current company software programs.

Working Conditions & Physical Effort:

- Work is normally performed in a typical interior/office work environment.
- Ability to work flexible schedule and/or evening hours as needed.
- Ability to sit in front of CPU for long periods of time.
- Physical activity is sedentary and may require occasional lifting or carrying up to 10 lbs.

ACKNOWLEDGMENT:

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the organization change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Key	
Occasionally	Activity/conditions exist 0-2.5 hrs/day or up to 30%
Frequently	Activity/conditions exist 2.5-5.5 hrs/day or over 30%
Constantly	Activity/conditions exist 5.5+ hrs/day or over 60%
Sedentary	Lifting/carrying up to 10 lbs
Light	Lifting/carrying/pushing/pulling up to 20 lbs
Medium	Lifting/carrying/pushing/pulling up to 50 lbs
Heavy	Lifting/carrying/pushing/pulling over 50 lbs
Very Heavy	Lifting/carrying/pushing/pulling over 100 lbs

Name

Signature

Date