



POSITION NUMBER: 4307

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Billing/Insurance Clerk
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: High school diploma or equivalent and two years clerical and/or secretarial experience. Medical office experience preferred.

ESSENTIAL FUNCTIONS: Calls patients to remind them of scheduled appointments, to reschedule 'no show' appointments and to verify demographic information for billing purposes; prepares charts and encounter tickets for scheduled clinics in accordance with written policies and guidelines; checks patients into clinic; greets patients; obtains demographic and insurance information; obtains insurance and medical records release authorization in accordance with HCFA guidelines and Risk Management policies; verifies insurance through individual insurance carrier websites and documents necessary information for billing purposes; scans insurance information using the Seimens system; notifies patients of non-covered services being rendered; checks patients out of clinic; reviews encounter tickets for completeness and accuracy of CPT and ICD9 codes and follows up with provider when appropriate coding and documents are not available; keys all charges into computerized billing system; collects patients co-payments or balances due on account and enters payments into the system; answers patients' inquiries regarding fees and payments; prints bills on demand for patients requesting them at time of service; tracks encounter tickets daily to ensure that all clinical activities are posted, that all 'no show' and 'canceled' patients are correctly recorded on both the information system and medical records for compliance purposes, and that charges, payments and deposits balance; follows appropriate cash handling policies and procedures; schedules patient appointments for faculty and other medical providers in accordance with written policies and guidelines; answers telephone inquiries and provides basic information regarding physician qualifications, available appointment times, directions and billing requirements; screens telephone calls and connects patients to staff most qualified to handle inquiries deemed outside the scope of this position (i.e. medical, legal, compliance issues) in accordance with policies and procedures; generates referral authorization requests to other specialists following written policies and procedures; maintains medical records; files clinical data, referrals, inpatient records and test results daily; processes all medical records requests, disability forms and subpoenaed records according to HIPAA and Risk Management guidelines and policies; utilizes health network information system for patient registration, scheduling appointments, checking patients in and out and patient inquiry; ensures patient confidentiality; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Clinical Services
Mitchell Cancer Institute

OPEN AS OF: July 2, 2008

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