

**HEALTH CARE SYSTEMS CORPORATION/
RENAISSANCE HEALTH CARE GROUP
ASSOCIATE POSITION DESCRIPTION
CORPORATE ACCOUNTS MEDICAL BILLER**

Purpose of Your Job Position

The primary purpose of this position is to issue claims for services provided by our companies and by client companies for which we provide billing and collection services and or support issues that arise pursuant to clients' use of the HCare1 management system and to follow-up with collection efforts as necessary.

Delegation of Authority

You are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

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 duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Reporting Relationship

Reports to the Corporate Office Administrator/Director of Financial Services

Evaluation of Performance

This position will be evaluated based on the Job Description on at least an annual basis

At-Will Employment

The employment relationship between you and this company is based upon the mutual consent of both parties. As such, either party can terminate the employment relationship for any reason at any time, with or without cause or advance notice. This is a full statement on this issue, and this agreement can be amended only with the written consent of both parties.

Essential Job Functions\Duties

- Provides customer support to users of the HCare1 management system
- Bills and Collects on Medicare Accounts in both CMS-1500 and CMS UB-04 formats
- Bills and Collects on Medicaid Accounts in both CMS-1500 and CMS UB-04 formats
- Bills and Collects on Private Insurance Accounts in both CMS-1500 and CMS UB-04 formats
- Bills and Collects on Veterans Accounts in both CMS-1500 and CMS UB-04 formats
- Bills and Collects on Hospice Accounts in both CMS-1500 and CMS UB-04 formats
- Bills and Collects on Private Accounts in both CMS-1500 and CMS UB-04 formats
- Bills and Collects on Managed Care Accounts in both CMS-1500 and CMS UB-04 formats
- Answers phones as needed
- Completes Payor Source Verification on new referrals
- Tracks and confirms patient/resident census on a daily basis

Committee Functions

As assigned

Staff Development

- Will receive extensive training in the application of the HCare1 management system
- Attends and participates in in-service educational classes and on-the-job training progress as scheduled.
- Attends and participates in workshop, seminars, etc., as approved.

Safety and Sanitation

- Reports all unsafe/hazardous conditions, defective equipment, etc., to your supervisor immediately.

Equipment and Supply Functions

- Reports equipment or software malfunctions or breakdowns to supervisor as soon as possible.
- Assures that work/assignment areas are clean and records, files, etc., are properly stored before leaving such areas on breaks, end of work day, etc.
- Establishes 'log' record system per computer issues - resolutions.

HIPAA Responsibilities

- Maintains CONFIDENTIALITY of all pertinent resident and patient care information to assure resident and patient rights are protected.
- Assures that residents and patients rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are followed.

Working Conditions

- Works in office areas as well as at health care facilities as assigned.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Works beyond normal working hours, weekends and holidays, and on other shifts/positions as necessary.
- Attends and participates in continuing educational programs.
- Communicates with nursing personnel and other department personnel.
- Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.
- Is involved with clients, associates, visitors, government agencies and personnel, etc., under all conditions and circumstances.

Education and Experience

- Is a high school graduate with post secondary education or commensurate work experience dealing with generally accepted accounting principles
- Associates Degree Preferred
- Possesses extensive knowledge of accepted CMS 1500 and/or UB-04 billing practices (required)
- Has had at least 2 years experience working with the public in a health care setting

Knowledge, Skills and Abilities

- Possesses essential typing and computer skills and is willing to incorporate them into existing practices
- Has excellent organizational skills and is willing to incorporate them into existing practices
- Has good communication skills and is willing to incorporate them into existing practices
- Is in good physical and mental health, free of communicable diseases

- Possesses ability to develop and interpret business office policies and procedures and apply them in specific situations

Specific Requirements

- Is able to read, write, speak and understand the English language
- Possesses the ability to make independent decisions when circumstances warrant such action
- Possesses the ability to deal tactfully with personnel, residents, visitors and the general public
- Has ability to work harmoniously with other personnel
- Has ability to minimize waste of supplies, misuse of equipment, etc.
- Possesses the ability to seek out new methods and principles and is willing to incorporate them into existing practices
- Is able to follow written and oral instructions
- Is knowledgeable in usage of computers, data input and output to include report retrieval

**Physical and Sensory Requirements
(With or Without the Aid of Mechanical Devices)**

- Is able to move intermittently throughout the work day.
- Is able to speak and write the English language in an understandable manner.
- Is able to cope with the mental and emotional stress of the position.
- Possesses sight/hearing or use prosthetics that will enable these senses to function adequately to assure that the requirements of his position can be fully met.
- Functions independently, have personal integrity, have flexibility, and the ability to work effectively with other personnel.
- Is in good general health and demonstrate emotional stability.
- Is able to lift, push, pull, and move office equipment, supplies, etc., in excess of twenty-five (25) pounds.

Acknowledgement

I understand and acknowledge that this job description sets for the basic requirements necessary to perform the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Company needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that this job description is not all inclusive and that the company reserves the right to revise and/or change job requirements and responsibilities as needed.

I further acknowledge that this description is not a contract, in whole or in part, and that I am an employee at will. As such, I understand that my employment can be terminated at will by the company or myself and that termination can be made with or without notice.

Date Employee Signature

Date Supervisor Signature