

**HEALTH CARE SYSTEMS CORPORATION/  
RENAISSANCE HEALTH CARE GROUP  
ASSOCIATE POSITION DESCRIPTION  
CORPORATE HEALTH CARE CLAIMS SPECIALIST**

**Purpose of Your Job Position**

The primary purpose of this position is to consult, perform, direct and administer billing functions for HCare1 client facilities, hospitals and practices, to ensure fiscal prudence and compliance with regulatory body expectations and as by dictated by client engagements.

**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**

- Assist client facility, hospital and practice managers and department directors in financial matters pursuant to their respective use of the HCare1 financial management systems, such as aging reviews, cash reconciliation, and all other aspects of accounts receivable management
- Assist client facilities, as needed with HCare1 management system to assure proper documentation and accounting of patient/resident funds in accordance with regulatory expectations and facility policy.
- Assist client facilities, hospitals and practices in practices of management of account payables through use of the HCare1 management system.
- Assist Client facilities, hospitals and practice managers with generation of regularly scheduled reports, pursuant to client engagements and their use 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

### **Committee Functions**

As assigned

### **Staff Development**

- Will receive rigorous training to assure exemplary working knowledge of HCare1 management system
- Attend and participate in in-service educational classes and on-the-job training progress as scheduled.
- Attend and participate in workshop, seminars, etc., as approved.

### **Safety and Sanitation**

- Report all unsafe/hazardous conditions, defective equipment, etc., to facility administration immediately, when working on-site at clients' facilities.

### **Equipment and Supply Functions**

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

### **HIPAA Compliance**

- Maintain CONFIDENTIALITY of all pertinent patient and resident care information to assure patient and resident rights are protected.

### **Working Conditions**

- Creates and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.
- Works in office areas as well as throughout client facilities.
- 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.
- May be subjected to infectious diseases, substances, contaminated articles, etc., including the potential exposure to the AIDS and Hepatitis B viruses.
- Communicates with nursing personnel and other department personnel.
- Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.
- Is involved with residents, family members, personnel, visitors, government agencies and personnel, etc., under all conditions and circumstances.

### **Education and Experience**

- Associates Degree in accounting or a related field or commensurate experience required; bachelors degree is preferred
- Post secondary education in generally accepted accounting principle is highly desirable
- At least 2 years experience working with the public in a health care environment
- Extensive knowledge of accepted acute, long term care and/or medical practice billing and accounting practices are essential

### **Knowledge, Skills and Abilities**

- Basic typing and computer skills
- Good organizational skills
- Good communication skills
- Must be in good physical and mental health, free of communicable diseases
- Ability to develop and interpret business office policies and procedures and apply them in specific situations.

### **Specific Requirements**

- Must be able to read, write, speak and understand the English language.
- Possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, visitors and the general public.
- Ability to work harmoniously with other personnel.
- Ability to minimize waste of supplies, misuse of equipment, etc.
- Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Be able to follow written and oral instructions.
- Be 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)**

- Must be able to move intermittently throughout the work day.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess 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.
- Must function independently, have personal integrity, have flexibility, and the ability to work effectively with other personnel.
- Must be in good general health and demonstrate emotional stability.
- Must be able to lift, push, pull, and move office equipment, supplies, etc., in excess of fifty (50) pounds.
- Must be able to assist in the evacuation of residents.

### **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. Facility 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 facility or myself and that termination can be made with or without notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Date

Supervisor Signature