



## **POSITION DESCRIPTION**

### **PATIENT ACCOUNTS TECHNICIAN**

**REPORTS TO:** Billing / CHS Supervisor / RPMS Coordinator

**SUPERVISES:** None

**POSITION SUMMARY:** Under general supervision of the Billing/CHS Supervisor, the Patient Accounts Technician assists the Fiscal Department in daily patient billing activities and projects. Supports the Fiscal Department in various billing responsibilities by maintaining current and proficient knowledge in private medical and dental insurance, Medi-Cal and Denti-Cal, EAPC and PACT, Medicare and General billing and accounting principles and procedures.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Prepare Medicare, MediCal, Denti-Cal, EAPC, PACT, \*BCEDP and private billings, electronic and paper claims.
2. Keep current with ICD-9/CPT coding and State/Federal billing requirements.
3. Prepare and send accounts to collection.
4. Answer all billing inquiries in a timely and accurate manner.
5. Prepare and send monthly statements.
6. Post all Medical and Dental charges and payments to the appropriate client accounts.
7. Compute day sheets and logs.
8. Works with clients in setting up payment plans.
9. Maintain all related files and read all updates released to the Billing Department.
10. Help with month end reporting.
11. Type statistical reports as required.
12. Provide support to the Fiscal Accountant by processing daily deposits and collecting and counting medical and dental cash boxes, as back up to Fiscal Accountant.
13. Prepares cash receipts and check entries and supporting reports.
14. Reconcile between cash receipt log maintained by Admin/Fiscal Assistant and Fiscal Accountant.
15. Prepares Medicare Cost Report.
16. Perform other duties as assigned.

### **EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:**

1. Current working knowledge and experience in MediCal, Denti-Cal, EAPC, PACT, Medicare, and private medical and dental insurance billing
2. High school diploma or equivalent, GED.
3. Two (2) years of computer billing with medical and dental terminology experience and/or training or equivalent combination of education and experience.
4. Typing 50 wpm from clear copy.
5. Accurate operation of 10-key by touch.
6. Proficient in the use of Microsoft Office software programs.

7. Ability to organize, adapt, and prioritize daily tasks independently.
8. Valid California driver's license and proof of personal liability automobile insurance as required by California state law.
9. Current CPR certification.
10. Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than that the above, Northern Valley Indian Health is an Equal Opportunity Employer.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

**FLSA STATUS:** Non-exempt

**DATE OF LAST REVIEW / REVISION:** 12/2008

**ASSIGNED SITE:** Willows