

Accounts Receivable Coord. - 2022

Reports To	Business Office Director
Department	430 Administration
FLSA Status	Non-Exempt
EEO Classification	Administrative Support Workers

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

Works under the direction of the Business Office Director to ensure routine insurance authorization, medical billing, and basic AR functions are completed in an accurate and timely fashion.

General Description

Responsible for coordination of new resident admits insurance verifications, billing, resident/family communication, and insurance denial follow up. Responsible for basic AR tasks including reporting, collections and deposits.

Essential Duties

	Duties	Frequency
1	Record deposits and apply to appropriate accounts in a timely manner. Verify accuracy of payment for correct reimbursement. Review remits for possible contractual allowances and copay adjustments based on various insurance policies. Communicate with insurance companies, Medicaid, and Medicare regarding incorrect payments that need to be recouped or corrected. Maintain accuracy of all resident accounts in Point Click Care billing software.	20%
2	Record charges and deposits in Resident Trust accounts. Works closely with Therapeutic Rec dept. making sure monies are transferred to/from appropriate accounts for activities and outings. Makes sure receipts are signed and filed in Resident files. Upon discharge, prepare any necessary check requests for balances that need to be refunded.	5%
3	Work closely with Social Services and Nursing regarding new admit requests. Communicates with insurance carriers to obtain benefit coverage and policy limitation information for new admits and current residents who have changed insurance carriers.	5%

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| | Ensures information obtained is complete | |
| 4 | Effectively uses verbal and written customer service skills regarding questions or concerns related to insurance and billing questions. Documents all activities/actions taken on an individual resident account within the billing system. | 5% |
| 5 | Work closely with MDS Coordinator to maintain accuracy of Census in Point Click Care software. | 5% |
| 6 | review aging on a monthly basis and work to rectify any billing issues which may delay reimbursement. Works closely with Business Office Director and Social Services regarding past due accounts which may need payment arrangements established or notices of discharge for non-payment. Overall goal: days receivable outstanding target: 30 days or does not go above 60 days. | 30% |
| 7 | ensure that all necessary information is input in each resident account for billing purposes and bills all insurance claims, hospice claims, Medicare, Medicaid, private pay, and outpatient therapy claims. | 25% |
| 8 | Works closely with Business Office Director to prepare data necessary for cost reporting and the financial audit related to revenue and accounts receivable. | 5% |

Other Duties

Duties

- 1 Maintains well organized Resident Financial files in accordance with Record Retention Policy.
- 2 May be asked to provide back up reception including answering phones and providing prospective resident tours.
- 3 May operate company motor vehicles including resident transport vehicles.
- 4 Completes education as assigned by Business Office Director to maintain and enhance knowledge of contractual guidelines and applicable regulations.
- 5 Other Duties as assigned

Minimum Experience And Qualifications

Education: High School Diploma/GED

Experience: 2 year(s) preferred in Medical Billing/Medicaid/Medicare/Insurance Authorizations.
1 year(s) required in Receivables, bookkeeping, or similar.

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Occasionally (10%-29%)	
Grasping/Handling	Frequently (55%-79%)	
Reaching Forward	Frequently (55%-79%)	
Reaching Overhead	Occasionally (10%-29%)	
Standing	Occasionally (10%-29%)	
Walking	Periodically (30%-54%)	

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
1.1 - 10 lbs.			Periodically (30%-54%)
11 - 25 lbs.			Seldom (1% to 9%)
Pushing/Pulling	Distance	Activity	Frequency
26 - 50 lbs.			Seldom (1% to 9%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>