



COUNTY OF NYE

CLASS TITLE: Accounts Receivable Clerk I

BASIC FUNCTION:

Under direction performs a variety of clerical duties and responsibilities related to billings, collections, cash receipts, posting and balancing ledgers, and accounts receivable.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Prepares variety of reports including but not limited to: patient billing, collections, small claims, and insurance companies and commercial payers.
2. Sets up, maintains and audits all files related to medical and/or patient billing and any other accounts receivable function as well as updating vendor enrollment applications as needed or required.
3. Prepares invoices, statements, and various other correspondences.
4. Corresponds with insurance companies and patients to resolve billing and collection issues.
5. Prepares and maintains provider enrollment applications.

Knowledge, Skills & Abilities:

Knowledge of Medical Terminology, Classification and Coding; Billing Software Programs; principles and procedures of financial record keeping and reporting; applicable laws, rules and regulations; collection method techniques and procedures. Intermediate Computer Skills, including spreadsheets, word documents and databases. 10 key by touch. Ability to communicate effectively with public in person or by telephone.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school equivalency exam and/or work experience closely related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada Drivers License, Annual Medicare Certification, if necessary or required

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Patients and their families, vendors, hospitals, ambulance coordinators, insurance companies, and law offices.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon passing a drug screen.*
3. *Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at www.ucas.gov*
4. *Nye County is an Equal Opportunity Employer.*

Employee's Acknowledgment: *I acknowledge that I have read the above job description and have received a copy for my records.*

Employee's Signature

Date Signed