CHATHAM ORTHOPAEDIC ASSOCIATES, P.A.	**Job Description** **Accounts Receivable**	**Effective Date:** 03/01/13 **Reports To:** Business Office Manager **Revision Date/s:** 10/15/2019

I. Job Summary

Under general supervision of the Business Manager, strives to improve revenue cycle by proactively reviewing accuracy of entered charges, claims data, educating staff and providers, reviewing payers and repressors and ensuring compliance with all federal and state regulations.

II. Essential Job Responsibilities

- Monitor aged accounts receivable reports, track unpaid or stalled claims, and contact insurance carriers to resolve processing delays.
- Analyze rejected or denied claims, correct billing or coding errors, and file formal appeals to recover lost revenue
- Answer patient billing questions, set up payment plans, process self-pay balances, and apply financial assistance or sliding fee scales where applicable
- Review EOBs for accurate contract/non contracted payments
- Review all insurance correspondence daily to arrive at appropriate claim resolutions

Assists awareness of compliance programs related to coding process.

III. Other Job Responsibilities

Performs other related duties as assigned.

Maintains collaborative working relationships with all other employees.

Upholds strictest confidentiality.

IV. Minimal Qualifications

Education

High School Graduate

Experience

Two to three years with claims processing, denials, and experience with Blue Cross Blue Shield Claims Processing.

V. **Independent Action**

Under general direction, functions independently in coordination of assigned duties. Refers to team leader or director as appropriate on clarification of practice policy and procedure.

VI. **Supervisory Responsibility**

None

VII. **Human Relations/Customer Communications**

Communicate verbally and written with employees, physicians, patients, patient family members and public as a representative of the practice.

VIII. **Personal Protective Equipment**

Personal Protective Equipment (PPE) is provided by practice, and must be worn when there is a reasonable risk of occupational exposure to blood or body fluids.

IX. **Occupational Exposure Statement**

Category III Exposure Statement: No risk for contact with blood and body fluids for this position.

X. **Americans with Disability Act Statement**

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

XI. **Statement**

The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all required of personnel so classified.

Review/Approvals:

_____ _____

Date

Business Office Manager

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

_____ _____

Employee Date