

Business Office Billing Clerk

Schedule: This is a full-time, non-exempt position. Monday through Friday, 8 a.m. to 4:30 p.m.

Reports To: Business Office Manager/CFO

Job Summary of Business Office Clerk: Responsible for posting daily charges to accounts, submitting and follow up on patient insurance benefits, and review and archive of records. Works closely with the Admitting Office, Medical Records, and medical staff.

Essential Functions of Business Office Clerk:

1. Submitting claims to and follow up on claims with insurance companies
2. Posting daily charges for patient floor and emergency room
3. Scanning accounts payable records (may scan other records as instructed)
4. Verifying hospital information for billing and accounts receivable is complete in the archives (may verify other scanning records as instructed)
5. Posting payments
6. Front desk duties
7. Taking minutes at various team meetings
8. Getting and taking the mail and deposits
9. Other duties as assigned

Education/Experience

Accounting knowledge/experience and/or completion of accounting courses/education preferred. Healthcare billing experience a plus.

To be considered for this position, submit AMH application for employment found at our website at www.amhne.org on the Employment Opportunities page or contact: Human Resources, Antelope Memorial Hospital, 102 W 9th St., Neligh NE 68756, hr@amhne.org, 402-887-6397(FAX), 402-887-4151

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