



Position Title: Billing Clerk

FLSA Status: Non-exempt

Reports to: Financial Manager

Department: Human Services

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for assisting with maintenance of accounting and record keeping systems and for providing current information on the Comprehensive Community Services program financial status/administration of the Human Services Department.

II. Essential Duties and Responsibilities

- Setting up and maintenance of client profiles in financial systems.
- Responsible for facilitating Comprehensive Community Services contracts and requirement compliance.
- Accurately keys information regarding services into PPS computer program.
- Responsible for the correct gathering of all information needed to process Medicaid and Medical Assistance billing.
- Reconciles and balances reports received from Forward Health regarding Comprehensive Community Services program.
- Reconcile and balance reports from Electronic Health Records billing.
- Responsible for uploading direct billing of Comprehensive Community Services clients into Electronic Health Records software.
- Completes Medicaid and Medical Assistance billing in a timely manner.
- Responsible for collecting vendor information and carrying out payment processing procedures.

- Required to work with spreadsheets, do data entry, and generate computer reports.
- Gathers accurate information throughout the year for year-end cost reports and information for auditors.
- Works with spreadsheets in preparing and reconciling monthly and yearly reports for
- Financial Manager, Director, county, and auditors.
- Maintains confidentiality of clients financial records and rights.
- Assists, on request of Financial Manager, with submission of reports to state or federal
- agencies.
- Operates office machines such as photocopiers, scanners, facsimile machines, voicemail systems, and personal computers.
- Works independently and as part of the program team.

III. Related Job Functions

- Participates in Facility Compliance Program.
- Participates in Facility Quality Assurance Program.
- Attends staff meetings and training sessions.
- Acts as back-up to fiscal/clerical staff as needed.
- Assist with other fiscal/clerical duties as assigned.

IV. Physical Demands

70% - Sits at desk, uses 75% hearing, near vision and fingering for reading, typing, word processing, calculators or other office machines. 10% - Walks, stands, bends, reaches, and moves about the office intermittently throughout the day. 50% - Handles telephones, papers and manuals, etc. lifts files, copy paper and other office materials. Must be able to perform any other physical requirements needed to execute the day-to-day functions of this position. Works flexible hours. May travel to other offices or sites for meetings, paperwork, ect.

*Involves minimal to no exposure to blood or body fluids.

V. Education and Training Requirements

Graduation from an accredited high school or equivalency. Technical training a plus. Prefer one to three years' experience with spreadsheets, computer work, insurance, and Medicaid/Medical Assistance billing. Familiar with computer programs such as Quick Books, Excel, and Microsoft Word. Must have and maintain valid Wisconsin driver's license and good driving record. Must pass background check and pre-employment drug screen.

Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.