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EMS MEDICAL BILLING ASSOCIATES POSITION DESCRIPTION

POSITION TITLE: RECEIPTING CLERK

DEPARTMENT: ACCOUNTING

REPORTS TO: ACCOUNTING SUPERVISOR

JOB SUMMARY:

To provide service to customers and clients. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

ESSENTIAL DUTIES:

- Posting payments and denials in Rescuenet/Zoll.
- Review and research payments unable to post or unable to locate.
- Balances and verifies all posted transactions daily.
- Handles email correspondence.
- Supports Accounting and Production staff.
- Be able to type and have necessary keyboarding skills to perform other aspects of the position without difficulty.
- Perform filing as assigned or needed.
- Performs other duties as assigned.

NON-ESSENTIAL DUTIES:

- Maintain a high degree of flexibility to allow for management of various issues as they are presented.
- Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

- Microsoft software products; i.e. Word, Excel, Power Point, Access and Publisher.
- Other related software as used in company related business, such as Sanitas billing, hummingbird doc-scanning, crystal reports.
- General office equipment to include computers, calculators, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School diploma or equivalent.
- One (1) to two (2) years' experience with medical insurance processing, preferable.
- One (1) year experience in customer service related field.

Licenses and Certifications:

- Valid Wisconsin Driver's license.

Knowledge, Skills and Abilities:

- Oral and Written Communication Skills.
- Customer Service.
- Professionalism.
- Time Management.
- Reading Skills.
- Technical Communication.
- Math Aptitude.
- Keyboard Skills.
- Organization.
- Have excellent reading skills with attention to detail a must.
- Possess excellent communications skills with a pleasant speaking voice.
- Must be willing to "go the extra mile" for customers to resolve their issues.
- Basic understanding of ICD – 9 codes and or condition codes.
- Must possess the ability to perform multiple tasks at the same time.
- Must be able to work with frequent interruptions and with little or no direct supervision.

PHYSICAL DEMANDS:

- Lifting of at least 30 pounds on an infrequent basis.
- Intermittent standing, walking and sitting.
- Communicating orally in a clear manner.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

I have read the above position description and understand the duties and responsibilities of the position.

Associate Name (Please Print)

Date

Associate Signature