JOB DESCRIPTION

Self Pay Collector/Clerk

|  |  |
| --- | --- |
| **Department:** | BUSINESS OFFICE |
| **Reports to:** | BUSINESS OFFICE MANAGER |
| **Ages of Patients served:** | All |

# JOB SUMMARY:

Under the direct supervision of the Business Office Manager/Collection Supervisor the Self Pay Collector/Clerk is responsible for reviewing all outstanding accounts owed from the patient. Responsible for running weekly patient statements, work the patient balance aging report monthly, and work with patients to set up payment arrangements as needed.

### JOB SPECIFICATIONS

## Education:

High School diploma or equivalent. Some college preferred

## Experience and Skills:

1. 1-2 years working in healthcare collections
2. Knowledge of insurance payor contracts, deductibles, co – insurance and benefits.
3. Computer literate in Micro Soft office
4. Knowledge of 10-key

**Job Duties:**

1. Follow up on all outstanding patient balances
2. Run patient statements weekly
3. Run aging report each month for outstanding patient balances
4. Work with outside vendors on monthly downloads and verification of accounts
5. Assists Payment Poster as needed with incoming correspondence
6. Back up to Payment Poster for posting payments and reviewing patient refunds
7. Performs other job duties as assigned

|  |  |  |
| --- | --- | --- |
| **Employee Signature** |  | **Date** |