

FAMILY COUNSELING SERVICES OF NORTHERN ILLINOIS

Date prepared: April 25, 2021

Position Title: Billing Clerk

Reports to: Business Manager

Job Type: Will consider part-time or full-time, flexible hours

Broad Scope and Purpose of the Position:

We are looking for a reliable Billing Clerk to submit claims for payment, including Medicare, Medicaid, a variety of insurance companies, as well as contracted agencies, and individuals. Responsibilities also include processing payments received, preparing invoices, and updating records to reflect all related activity.

As a billing clerk, you must be accurate and reliable in handling accounts and documents, good at math, and be well organized.

Responsibilities:

- Manage client accounts for accurate and timely billing for services.
- Collect all information needed to calculate accounts receivable (insurance company etc.)
- Send information for billing through designated computer programs to receive payments from insurance companies.
- Check the data input in the accounting system to ensure accuracy of final bill
- Issue invoices and account statements and send them to clients.
- Receive payments through various methods, including online payment processing systems.
- Send reminders for payments and contact clients for payment as necessary.
- Update accounting records with new payments, balances, customer information etc.
- Answer questions and handle inquiries from customers regarding bills.
- Create activity reports for management.
- Schedule appointments, check-in clients, and initiate billing process.

Requirements:

- one year medical billing experience, including EMR and scheduling software.
- Adherence to laws and confidentiality guidelines
- Proficient in MS Office (especially Excel); Working knowledge of relevant software (e.g. QuickBooks, EMR, Scheduling, and Billing)
- Strong math ability
- Good organizational skills

- Excellent communication skills
- High school diploma; further education will be a plus

Interested and qualified candidates should submit a resume and cover letter to lynn@familycounselingrockford.org and include Billing Clerk in the Subject Line.