



**JOB DESCRIPTION
BILLING CLERK**

Position Title: Billing Clerk
Status: Non-Exempt
Reports to: Support Services Manager

Under the supervision of the Support Services Manager, verifies and completes all data (billing and patient) related to the patients' exams in an accurate, thorough, and timely manner and transmits same to outsourced third-party billing service.

Essential Job Functions

1. Reviews and/or corrects each patient charge sheet from the previous day(s) patients to ensure the following:
 - a. CPT code indicated by the technologist is the correct CPT code for the body part scanned
 - b. All supplies used are listed appropriately and accurately
 - c. Researches and completes any missing information
 - d. Reviews the billing packet to insure that the radiologist's protocol matches the referring physician's order for the exam, verifies that technologist followed the protocol, the correct insurance authorization was obtained, and the report supports the protocol.
2. Inpatients only—prints "history and Physical" for every inpatient and ER patient.
3. Inpatients only—enters all exam charges into Excel spreadsheet and forwards to billing service.
4. Maintains a monthly log of all protocols for all patients (outpatients, inpatients, ER patients)
5. Follows up on exams that are listed as cancelled or incomplete exams to verify exam status to insure that exams were completed or rescheduled.
6. Ability and knowledge to cover personnel vacancies/breaks in other ancillary departments.
7. Other duties as assigned.

Knowledge/Abilities/Skills:

1. Possesses excellent written and verbal communication skills.
2. Possesses excellent analytical skills
3. Ability to perform the identified essential functions of the position including the operation of any equipment associated with performing the essential functions.
4. Ability to perform the essential functions of the position without posing a direct threat to himself/herself, others, or property.

5. Ability to adhere to scMRI personnel policies and procedures including the attendance and punctuality requirements.
6. Ability to maintain a calm and courteous demeanor and conduct business in a professional manner.
7. Computer software proficiency in all systems used by scMRI Center (Advanced MD, Epic, Cerner, SYNAPSE, AMICAS, Microsoft Word, Excel, etc.)
8. Possesses a strong understanding of CPT and ICD-9 coding systems.
9. 10-key by touch.

Physical Demands/Work Environment

1. Possible exposure to strong static magnet field (1.5 or 3.0 Tesla); acknowledgement of this environment is a condition of employment.
2. Work environment may be stressful; acknowledgement of this fact is a condition of employment.
3. Ability to assist with possible moderate to heavy lifting during patient transfer.
4. Ability to accurately use keys on a computer terminal keyboard.
5. Must be able to remain calm and courteous during telephone or face-to face contact with all contacts.
6. Ability to walk to other departments and hospital(s) areas.
7. Ability to bend, stoop, and reach to file reports, retrieve films and supplies.
8. Must be able to read, write, and record information in detail.

Qualifications/Education/Experience

1. High school graduate or equivalent.
2. Medical terminology preferred.
3. Clerical ability.
4. Multi-tasking ability.
5. Typing minimum of 40 wpm.
6. Good telephone and public manners.
7. Ability to receive and copy information accurately.
8. Completion of all background checks, drug screenings, and vaccinations required by Rady Children's, Sharp HealthCare, and Sharp and Children's MRI Center, LLC.

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