



**Job Title/Position:** *Account Receivables*

**Reports To:** *Chief Financial Officer*

## **JOB DESCRIPTION SUMMARY**

The Account Receivables personnel is responsible for the accurate and timely completion of private payer and patient billing, and accounts receivable tracking and follow-up. The account receivables personnel will also submit invoices to clients and track those invoices.

## **ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

1. Accurately enters patient billing data, including visit charges and supply charges, into the information system.
2. Accurately processes private payer and patient claims in accordance with payer requirements and organization policy.
3. Assists in the preparation of monthly billing and accounts receivable reports.
4. Maintains complete and accurate billing and accounts receivable records.
5. Prepares private payer and patient remittances for data entry.
6. Assists with the collection of receivables by monitoring accounts receivables, resubmitting bills to overdue accounts, and alerting the CFO of seriously overdue accounts.
7. Establishes and maintains positive working relationships with patients, payers, and other customers.
8. Maintains the confidentiality of patient and organization information at all times.
9. Performs other specific projects relating to billing, data entry, and computer operations as required, such as invoicing and tracking invoices.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.



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## **POSITION QUALIFICATIONS**

1. At least two (2) years' experience in data entry, preferably in home health care systems.
2. At least one (1) year of previous account receivables experience, preferably in home health care billing.
3. Able to use IBM-compatible systems and equipment.
4. Is a high school graduate or equivalent, two (2) years college preferred.

## **SKILLS REQUIRED**

1. Organizational
2. Attention to detail

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Employee Signature

Date