

## JOB DESCRIPTION

**TITLE:** Accounts Receivable/Cash Receipts

**FUNCTION:** Responsible for the application of payment or credit to the appropriate patients account. This position is responsible for coordination of remittance advises as well.

**HAS SUCH DUTIES AS:**

1. Takes payments and/or credits or denials that pertain to a patients account and applies them accordingly.
2. This position takes all remittances received and distributes them to the appropriate billing representative to be followed through for billing.
3. Identifies payment problems and assigns them to be reviewed or corrected and can also review or correct the problem on their own.
4. Prepares monthly/quarterly reports to submit to accountant to close month ends and year ends accordingly.

**POSITION REQUIREMENTS:**

1. High school diploma or equivalent.
2. Prior medical billing and cash receipts preferred.
4. Good communication skills.
5. Must be able to read, write and speak English fluently.



**Knowledge of Job:**

0 1 2 3

- 1) Demonstrates understanding of AR/  
Cash Receipts procedures.
- 2) Demonstrates an understanding of Organization  
policies and procedures.
- 3) Demonstrates awareness and understanding of  
job description and job responsibilities.

Supportive Documentation and Comments: \_\_\_\_\_ Total Points: \_\_\_\_\_

\_\_\_\_\_ Average: \_\_\_\_\_

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**Judgment and Decision Making:**

0 1 2 3

- 1) Consults with supervisor when unusual or urgent  
situations occur. Does not make impulsive decisions.
- 2) Ensures that correct authorizations are obtained prior  
to initiating action.
- 3) Is able to make critical decisions if called upon to  
do so or if a situation necessitates such decisions  
to be made.

Supportive Documentation and Comments: \_\_\_\_\_ Total Points: \_\_\_\_\_

\_\_\_\_\_ Average: \_\_\_\_\_

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**Reliability and Initiative:**

0 1 2 3

- 1) Arrives on time at start of the work day.
- 2) Returns promptly from lunch/breaks.
- 3) Provides proper notification for scheduled  
absences.
- 4) Follows procedures for reporting tardiness.
- 5) Attends to personal affairs without letting  
them disrupt work schedule.
- 6) When requested, is willing to work additional  
hours.
- 7) Recognizes the needs for and performs additional,  
unassigned tasks.

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- 8) Helps coworkers.
- 9) Maintains work area in an orderly manner.

Supportive Documentation and Comments: \_\_\_\_\_ Total Points: \_\_\_\_\_

\_\_\_\_\_ Average: \_\_\_\_\_

**PERFORMANCE EVALUATION SUMMARY SHEET**

**POSITION:** \_\_\_\_\_

	QUALITY OF WORK	QUANTITY OF WORK	KNOWLEDGE OF JOB	JUDGMENT AND DECISION MAKING	RELIABILITY AND INITIATIVE	OVER ALL RATING
# OF POINTS						
# OF STANDARDS						
AVG.						

Developmental Goals & Training needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_