

JOB DESCRIPTION

TITLE: ODHS/Billing Clerk

FUNCTION: Responsible for coordinating all ODHS/Medicaid billing and prior authorizations.

HAS SUCH DUTIES AS:

1. Under general supervision, coordinates all ODHS billing and prior authorizations.
2. Works with weekly and monthly reports for capped rental patients in order to send out purchase/rent letters to DMERC patients.
3. Addresses all denial and billing issues with ODHS or the billing service used to bill ODHS.
4. Consults with supervisor regarding any billing problems.
5. Adjusts or credits accounts needing corrections equal to or lesser than \$1 00.00.
6. Coordinates collection accounts that need to be sent to the Organizations outside collection agency.
7. Other tasks as assigned.

POSITION REQUIREMENTS:

1. High school diploma.
2. Previous billing experience preferred.
3. Analytical skills required.

EMPLOYEE PERFORMANCE EVALUATION

Position: ODHS/Billing Clerk

Employee: _____ **Date:** _____

Rating Scale:

0 Performance is unacceptable, immediate improvement required

1 Performs as expected occasionally, needs reinforcement

2 Performs as expected most of the time

3 Performance is exemplary, exceeds expectations

Quality of Work: 0 1 2 3

- 1) Coordinates ODHS billing and prior authorizations efficiently.
- 2) Consistently works with weekly/monthly reports to keep purchase/rent letters current.
- 3) Addresses all denials and billing issues with ODHS thoroughly.
- 4) Consistently informs supervisor of billing problems.
- 5) Properly adjusts and credits accounts.
- 6) Coordinates collections with Organization collection agency.

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

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Quantity of Work: 0 1 2 3

- 1) Completes all assigned work during scheduled shift.
- 2) Completes work in a timely manner.
- 3) At the end of the day reviews unfinished projects to prioritize next day's workload.

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

Knowledge of Job: 0 1 2 3

- 1) Demonstrates understanding of billing 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:** _____

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

Supportive Documentation and Comments:

Total Points:

Average:

Safety and Infection Control

- 1) Is knowledgeable on infection control practices.
- 2) Demonstrates knowledge of safety policies and procedures.
- 3) Completely understands and can describe emergency/disaster procedures (e.g., what to do in the event of a disaster)

Supportive Documentation and Comments:

Total Points:

Average:

Judgment and Decision Making: 0 1 2 3

- 1) Consults with supervisor when unusual or urgent situations occur. Does not make impulsive decisions.

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: _____