



Job title	<i>Accounts Receivable Specialist (Biller I)</i>
Reports to	<i>AR supervisor</i>

Job purpose

Inputs accurate information into systems, submits timely bills and oversees collection to support overall facility collection efforts.

Duties and responsibilities

1. Input accurate data into systems
 - Provide oversight and review of daily census input and cash posting to corresponding balances
 - Reconcile all systems to close the month
 - Cut monthly refunds to maintain a clean system
 - Where applicable, review off-shore activity for accuracy and provide direction
2. Communicate with internal and external stakeholders to coordinate collection efforts (Veripay updates)
 - Provide high quality customer service support to facility residents and their families
 - Communicate with tracker to ensure proper payer source
3. Ensure preparation, submission and confirmation of accurate and timely billing
 - Oversee submission of bills for Medicaid, Managed Care and VA (when applicable)
 - Oversee submission of Medicaid and Medicaid MCO co-insurance bills
 - Submit monthly private statements including any specific ancillary charges
4. Identify all outstanding balances and actively work to collect them
 - Proactively follow up on all outstanding balances
 - Review all current income issues and communicate to tracker
 - Determine balances that require escalation to collection agency
5. Other duties as assigned

Qualifications

A successful individual in this role will:

- Possess excellent organizational skills
- Pay attention to details
- Possess ability to multi-task
- Possess excellent verbal and written communication skills
- Possess the ability to work well under pressure
- Possess basic computer skills including Microsoft Office Suite

Working conditions

This job occurs in an office environment with mostly sedentary work. The role requires frequent communication with facility staff, residents and their familiar as well as focused concentration at a computer work station.



Physical requirements

This role has no specific physical requirements.

Direct reports

This position has no direct reports.