

HASKELL COUNTY HEALTHCARE SYSTEM

JOB POSTING

Job Title: Admitting Clerk
Supervisor: Revenue Cycle Operations Director
Department: Business Office

Job Summary:

Responsible for accuracy of patient demographic data; perform admitting/registration/cashier functions; greet the public with a positive, caring attitude; exhibit professionalism; demonstrate respect and courtesy for others and must be able to ask patients for deductions and co-pays at the time of service.

Job Duties:

1. Entering of patient demographic data prior to admission.
2. Assist patients in understanding and meeting financial obligations.
3. Verify insurance information.
4. Obtain insurance pre-certification and/or prior authorization.
5. Collect co-pays, deductibles at time of service.
6. Carry out other assignments or special projects as assigned.

Education:

High school diploma or GED required.

Knowledge, Skills, and Abilities:

1. Advanced computer skills preferred – Excel, Word, etc., copier, and fax.
2. Excellent communication skills, ability to collect monies and pleasant personality.
3. Competency to provide services to patients of all ages.
4. Familiarity with health insurance and medical terminology and computer skills.
5. Assist with moving, lifting, carrying of supplies and equipment.

Physical Requirements and Working Environment:

- Prolonged sitting, some bending, stooping, and stretching.
- Must be able to lift 50 pounds or more.
- Work is performed in an office environment.