

Patient Financial and AR Clerk

Department: Business Office

Schedule: Full Time (80 hours/pay period)

Hours: 8 hour shifts; start and end time varies between 6:30 a.m. and 5:30 p.m.

Job Details:

POSITION SUMMARY

The Patient Financial and AR clerk performs a variety of duties. The Patient Financial Clerk responsibilities focus on contact and coordination with patients prior to and after services, including but not limited to communicating out of pocket estimates, collecting balances due, and answering inquiries from patients regarding account charges, insurance payments and balances due. AR Clerk responsibilities include but are not limited to recording payments to accounts and follow up with insurance companies. Responsible for tracking overdue accounts, making collections calls and making payment arrangements.

POSITION QUALIFICATIONS

Knowledge/experience working with computers required

Must be able to type with few errors

Must be able to work well under pressure and communicate with the public, physicians, physician's offices and other departments

Knowledge of healthcare insurance plans preferred

Demonstrates maturity and analytical thinking

Demonstrates interpersonal skills

EDUCATION AND EXPERIENCE

High school diploma

Two to three years previous business office/clerical experience

Healthcare experience preferred

Other: Salary commensurate with experience.

Apply: Online at www.salinasurgical.com/careers.php
In person at 401 S. Santa Fe, Salina, Kansas

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