



## **JOB POSTING**

**Posting Open: 7/12/2017**

**Closed: 7/24/2017**

**Department: Hope Creek Care Center**

**Job Classification: Business Office Billing Clerk**

### **JOB CLASSIFICATIONS:**

**See Attachment**

**Hours: First Shift**

**FLSA status: Non –exempt, hourly**

**Please submit resume, completed application to:  
Hope Creek Care Center  
4343 Kennedy Drive  
East Moline, IL 61244**



## Job Description

**POSITION TITLE:** Business Office Billing Clerk  
**FLSA STATUS:** Non-Exempt  
**DEPARTMENT:** Business Office  
**LOCATION:** Hope Creek Care Center  
**REPORTS TO:** Business Office Manager

### DUTIES AND RESPONSIBILITIES:

1. Make new resident files.
2. Pull files as residents discharge.
3. Filing.
4. Call POA's for paperwork when requested from DHS.
5. Scan documents for Business Office Manager and Accounts Receivable.
6. Update and organize contract books.
7. Help gather information for audits.
8. Assist with inputting information into Medi.
9. Send updates to Metro Lab and Omnicare.
10. Back up for Medical Records.
11. All other duties as assigned by the Business Office Manager.

Position will be 19 hours per week with hours worked between 10am – 2 pm Monday through Friday.

### CLASSIFICATION REQUIREMENTS:

A. PHYSICAL:

1. Must be free from communicable diseases as required by State Laws.
2. Communicate effectively with people.

B. ACCEPTABLE EXPERIENCE AND TRAINING:

1. Experience in Medical type setting preferred.
2. High School Graduate (G.E.D.)
3. Experience with medical billing helpful but not necessary.
4. Typing skills.

The statements contained herein reflect the principal function and most significant duties of the job, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.