

# MMBS

## Job Description Form

|                            |   |
|----------------------------|---|
| JOB TITLE: Bankroom Clerk  | REPORT TO: Department Manager             |
| JOB CLASS: Clerical        | CLIENT/HOSPITAL:                          |
| DEPARTMENT: Client Service | EMPLOYMENT STATUS: Full-time, Non- Exempt |

### I. Position Summary:

Assists in the daily functions of opening mail and taking accurate tapes for all checks received on a daily basis.

### II. Essential Job Functions:

Following is a list of the essential duties and responsibilities required of this job. The tasks and the time spent performing each task may vary as business needs require. Target quota information is included if it is a performance measure. Marina Medical Billing Service maintains the right to modify job duties and responsibilities at its discretion.

- Checks are to be opened daily
- All checks will be sorted by facility
- All account numbers will be indicated on the checks if indicated
- All checks will be photocopied and entered from photocopies
- Payments are batched. Two tapes are run and must balance and are attached
- After copies are taken a tape will be run again to verify the original tape total
- All other correspondence will be given to the assigned receivable employee
- Bank deposits will be ready for the bank courier on the scheduled daily
- All Medicare checks must be listed on a separate batch sheet

### III. Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the **minimum** knowledge, skills and abilities required. Employees who do not possess the requirements for a job at time of hire or transfer/promotion are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon in writing, with the hiring manager.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Employees will follow any other instruction, and perform any other related duties, as may be required.

- Skill in operating various office equipment such as a personal computer, calculator, facsimile, and copy machine.
- Ability to pay close attention to detail
- Ability to communicate with co-worker to correlate documentation for every charts
- Ability to work with minimal supervision
- Ability to follow direction
- High School graduate
- One year experience working with money transactions and balancing.

# MMBS

## Job Description Form

### VI. Physical Dimensions:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

| ADA Requirements:   | 0-24% | 25-49% | 50-74% | 75-100% |
|---|-------|--------|--------|---------|
| <b>Seeing:</b><br>Must be able to read reports and use computer   |       | X      |        |         |
| <b>Hearing:</b><br>Must be able to hear well enough to communicate with co-workers and staff.   |       |        | X      |         |
| <b>Mobility: Standing &amp; Walking</b><br>Must be able to move around on foot to make copies, deliver charts, and attend department & staff meetings.                          |       |        | X      |         |
| <b>Climbing/Pulling/Kneeling:</b><br>Must be able to pull charts out off filing cabinets. Use stool if needed. Kneeling is required when pulling charts at ground level.        |       | X      |        |         |
| <b>Lifting/Pulling/Pushing:</b><br>Must be able to lift charts out off filing cabinets. Use stool if needed. Pushing and pulling is required for all door ways, cabinets drawer |       |        | X      |         |
| <b>Fingering/Grasping/Feeling:</b><br>Typing on keyboard, dialing on phone, writing, and holding small office supplies.   |       |        |        | X       |

\_\_\_\_\_  
Employee's Name (Print)                      Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Manager/Supervisor's Name                      Date

\_\_\_\_\_  
Manager/Supervisor's Signature