

MMBS

Job Description Form

JOB TITLE: Claims Entry Specialist	REPORT TO: Dept. Manager
JOB CLASS: Clerical	CLIENT/HOSPITAL:
DEPARTMENT: Data Entry	EMPLOYMENT STATUS: Full-time, Non- Exempt

I. Position Summary:

Responsible for entering Client charts. Responsible for daily batch posting, requesting insurance to be billed, weekly cycle closures, and monthly closures of hospitals. Responsible to keep logs up to date and help others as needed.

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.

- Responsible for daily entering all new patient chart information for assigned client(s)
- Responsible for daily entering charges and diagnosis for assigned client(s)
- Viewing
- DataCapture
- Cycle assigned client(s) weekly
- Turn in Processing sheets
- Keep logs up to date
- Post batches daily
- Month End
- Help other hospitals month end

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.

- Ability to type by touch
- Ability to multi-task
- Knowledge of 10-key by touch
- Detail oriented
- Ability to follow instructions
- Good communication skills

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- PC skills: AS400 is a plus

VI. Education & Experience:

- One year data entry experience with general office skills
- High School Diploma/GED

V. Physical Dimensions:

Medium Work: Exerting up to 20 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or up to 2 pounds of force constantly to move charts (batches).

ADA Requirements:	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read facesheets and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers and staff.	X			
Mobility: Sitting Must be able to sit and type for extended periods.				X
Climbing/Pulling/Kneeling: Must be able to take charts from one location to another. Use cart if needed.	X			
Lifting/Pulling/Pushing: Must be able to lift charts off desk or bookshelf.	X			
Fingering/Grasping/Feeling: Typing on keyboard, writing, and holding small office supplies.				X

Employee's Name (Print) Date

Employee's Signature

Manager/Supervisor's Name Date

Manager/Supervisor's Signature