

# Medical Billing Clerk Job Description

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## **Duties and Responsibilities:**

- Maintain up-to-date records of patient demographic information on data collection systems
- Process billings to patients and third party reimbursement claims such as insurance firms
- Conduct research to respond to patient concerns regarding billing and account information
- Monitor unpaid claims and contact customers by sending them payment reminder as required
- Balance daily batches, prepare, and distribute income and statistics reports
- Perform administrative tasks such as receiving phone calls, replying emails, and using word processors to prepare reports
- Process patient statements, post transactions, and ensure accuracy of inputted data
- Utilize collection agencies and court claims to collect accounts
- Determine if an unpaid claim calls for legal settlement
- Establish payroll deductions in order to secure outstanding balance payments for employee welfare
- Ensure compliance with standard procedures and policies in performing job operations
- Maintain accurate record of medicare bad-debt report by tracking billings
- Protect hospital reputation by maintaining confidentiality of client financial information
- Represent an organization by testifying as an expert witness during a court case.

## **Medical Billing Clerk Requirements – Skills, Knowledge, and Abilities**

- **Education and Training:** To become a medical billing clerk, you require minimum of high school diploma although most employers prefer college graduates with Associate's or Bachelor's degree in accounting, business, or mathematics, or in a similar discipline. Experience in an accounting or health service industry on the other hand provides a competitive edge for the medical billing job
- **Customer Service Skills:** Medical billing clerks are adept at courteously interacting with patients to setup medical claims and payment plan
- **Accounting Skills:** They are well versed in using accounting and bookkeeping techniques to process and track billings
- **Data Entry Skills:** They are proficient in inputting information into accounting systems to prepare bills for customers.