



Heart of Ohio Family Health Center Revenue Cycle Specialist

Summary: Responsible for the timely entry, recording and processing of revenue related transactions including all medical billings, third party invoicing and grant revenue recognition.

Reports to: COO

Supervises: N/A

Dress Requirement: Business Casual

Work Schedule: Part Time

Monday through Friday during standard business hours

Times are subject to change due to business necessity

Exempt

Non-Exempt

Job Duties:

- ✓ Import or data enter all charges on a daily basis for interface with third party claim processing service
- ✓ Provide consistent, quality customer service
- ✓ Provide assistance with finance and statistical reports on a daily, monthly, quarterly and as needed basis
- ✓ Research discrepancies in billing versus collected amounts in coordination with third party claim processing entity
- ✓ Daily billing and deposit reconciliation
- ✓ Monthly, Quarterly and Annual grant & third party invoicing
- ✓ Complies to all laws, regulations, policies and procedures of the health Centers
- ✓ Allocate time as necessary between the designated service sites
- ✓ Attend assigned meetings
- ✓ Attend outside training, seminars, conferences, etc. as required
- ✓ Other duties or Special projects as assigned

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- ✓ Require prior experience in medical billing/coding, certification in medical coding/billing is a plus
- ✓ Require intermediate knowledge of computer software: Microsoft Word, Excel
- ✓ Require knowledge of patient scheduling software (preferable Allscripts)

- ✓ Ability to travel between both sites as well as attend other off site activities/events as required
- ✓ Excellent understanding of customer service as related to a medical service delivery
- ✓ Able to work effectively in a team environment
- ✓ Able to work in an occasionally noisy environment

Adheres to HOFHC’s Guiding Principles:

Communication, Teamwork, Attitude, Diversity and Service

Equipment Operated:

| | | |
|-------------|------------------------------------|---------|
| Telephone | Computer | Printer |
| Fax machine | Copier | Scanner |
| Calculator | Other office equipment as assigned | |

Facility Environment:

Heart of Ohio Family Health Centers operates in three locations, 882 S. Hamilton Rd, Columbus, Ohio 43213, 2365 Innis Rd, Columbus, Ohio 43224 and 5560 Chantry Drive Columbus, Ohio 43232. All facilities have a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant.

This position’s primary work area is in an office within our facility
The office area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person’s voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting

- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

| <i>Factor</i> | <i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed |
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| Normal, steady work pace | 2, although times may require multi-tasking |
| Randomly changing work pace | 1 |
| Fast, sometimes chaotic work pace | 2 |
| Independent decisions made without supervision | 2 |
| Exposure to trauma, grief, death, etc | 0 |
| Exposure to disease or bacteria | |
| Handles closed containers or vials of patients' bodily fluids or tissues | 0 |
| Required to wear safety clothing or equipment | 0 |
| Handles money (cash, checks or credit cards) | 2 |
| Interacts personally with public | 1 |
| Interacts with public via the telephone, letter, or other non-face-to-face measure | 2 |

Qualified applicants may submit resumes to: jwoodard@hofhc.org or gsterling@hofhc.org