

Wright State University
CLASSIFIED JOB SPECIFICATION
Medical Records/Billing Clerk

I. JOB INFORMATION

Job Title: Medical Records/Billing Clerk (CS 14)

Job Class: 31136

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction and using independent judgment, maintains data integrity of clinical records and billing for services rendered at a health care facility.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Monitors and maintains data of electronic and hard copy of patient health records. Responsible for compiling amounts owed to medical facility. Reviews and maintains orders, invoices and records to ensure accuracy. Maintains all patient payment records.
- Pulls, compiles, verifies, and files medical records of medical offices or clinics. Reviews medical records for completeness, assembles records into standard order, and files records in designated areas according to applicable filing system.
- Performs daily searches for errors and edit data as necessary.
- Monitor outstanding receivables on a monthly basis and initiate correspondence with any party to collect.
- Purges obsolete records according to established policies and procedures.
- Processes requests for medical information according to office standards. Maintains patients' charts and files in compliance with established policies and procedures.
- Locates, signs out, and delivers requested medical records. Assembles patients' charts and updates patient profiles; files all medical reports and non-medical correspondence in patients' charts; repairs damaged charts.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and two years (FT) of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field. Strong interpersonal, communication and organizational skills. Previous experience in a medical records billing environment. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Math-General Spreadsheet-Standard

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII. JOB SERIES

31110

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.