

Salary Range: \$18.26 - \$23.38 Pay rates are determined based on experience and internal equity.

Position Summary Analyze billing elements for timeliness, accuracy and completeness to comply with contractual and regulatory requirements. Works with other departments to capture all coding and billing elements. Assists patient in addressing insurance payment questions. Performs financial assistance screening for uninsured patients and identifies resources to assist the patient/family with financial planning when applicable. Coordinates resources to aid in direct patient payments of claims when necessary. Utilizes a variety of technical platforms including the District's integrated information system, and external systems. Responds appropriately and timely to telephone and verbal requests. Provides feedback to Director of reimbursement situations that may result in risk management action. Must work well under stress or tight deadlines. Must work well with supervisors, co-workers, patients/residents, family members and visitors.

District Responsibility Support of the District Mission and Values. Demonstrate Respect, Professionalism and Courtesy to all patients, visitors, other providers and coworkers, as delineated in the LVMC 'Commitment to Care'. Constantly use C-I-CARE principles when communicating with others.

Performance Improvement Activities Professional Development

Position Duties/Responsibility Assist with Registration responsibilities, including switchboard/reception. Verify insurance coverage and obtain insurance authorization when applicable. Determine when assistance is needed from other departments and/or Director and follow through to insure that patient care is not compromised. Other duties assigned by supervisor.

Essential Functions Ability to use computer keyboard, telephone and insurance eligibility determination equipment. The ability to be supervised. The ability to work as a Team member. The ability to have positive personal interactions with staff, patients/residents and visitors.

Position Qualifications Education: High School diploma or equivalent. Experience: Previous office/hospital experience preferred. Certifications: None necessary. Skills/Ability: Excellent verbal skills required. Exhibits the ability to organize multiple assignments and follow through with accuracy. Exercises good judgment under stress. Demonstrates maturity, initiative, emotional stability, tact and poise. LVMC reserves the right to

modify the minimum requirements depending on the needs of the organization. PI265118067