

INCUMBENT _____ CSN N8979

PRESENT CLASSIFICATION Accounting Assistant DATE 11/10/22

DEPARTMENT Patient Business Services

Position Function

The function of this position on the Payment Posting team is to provide technical and accounting support to the Managed Care and Commercial (including Workers Compensation and Fed State), Medicare, and Public Aid Payer teams in Patient Business Services. Position is an entry-level position which functions in a training capacity under direct supervision processing routine, non-complex medical/health claims.

Organizational Relationships

This individual reports directly to the Payment Posting Assistant Manager/Accounting Specialist, who in turn reports to the Cash Management Manager/Accountant II, who in turn reports to the Assistant Director and the Director of Patient Business Services. This individual will also take work assignments from and direction from their team leader.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

60% Daily Receipt Posting:

Posts receipts from various sources including ERAs, PDFs, and scanned images.

Reviews and audits in detail Managed Care and Commercial (including Workers Compensation and Fed State), Medicare and Public Aid receipt listings for accurate posting to patient accounts.

Determines and calculates assignment losses.

Posts receipts, discretionary and statutory write-offs as directed.

Posts correspondence in zero pay batches.

Monitors Managed Care and Commercial (including Workers Compensation and Fed State), and Medicare, Public Aid explanation of benefits (EOB) to verify payments are received according to the appropriate payor fee schedule.

Reviews Managed Care and Commercial (including Workers Compensation and Fed State), Medicare, and Public Aid explanation of benefits (EOB) for denials and other information as requested by the supervisor or team members.

Retrieves EOBs from shared drives or other hard copy records and files.

Creates, updates, and/or revises records to prepare for automatic or manual processing of secondary insurance claim forms.

Updates GE Centricity Business with pertinent information about the secondary claim process including date of submission, details submitted, and insurance company information.

30% Correspondence:

Opens and reviews incoming mail related to the Managed Care and Commercial (including Workers Compensation and Fed State), Medicare and Public Aid Payor teams.

Prepares credit card payments to be processed.

Prepares non-payments with codes so can be processed.

Responds to routine correspondence as instructed by the supervisor or team member.

Routes complex correspondence to the insurance specialists on the team.

7% Personal Credits:

Review ETM to resolve credits on patient's accounts.

3% Other duties as assigned.

Skills and Abilities Needed for the Position

- Ability to effectively communicate with faculty, staff and patients in either person or by phone.
- Ability to keyboard on computer terminals.
- Tolerance for tedious and repetitious work.
- Ability to comply with written guidelines and policies.
- Ability and desire to greet patients/visitors in a pleasant and professional manner.
- Ability to complete work in a timely and efficient manner.
- Ability to interact with coworkers and individual outside the team, unit and/or the school.
- Sensitive to the needs of minority populations.

Responsibility

- A. Supervisory Controls - The incumbent receives direction in either written or oral form from their supervisor, manager, unit Assistant Director or unit Director.
- B. Guidelines - This incumbent must be able to work within the established guidelines, policies, and procedures established by the SIU Physicians and Surgeons, and other federal/state agencies.

Difficulty

- A. Complexity – Duties and responsibilities of this Incumbent will vary depending on the complexity of the issue to be resolved. The complexity may be as simple as posting zero pays to analyzing the explanation of benefits to determine the appropriate steps needed to post the payment and write-off. Guidelines are available for common issues.
- B. Scope and Effect – This position is responsible to ensure that explanation of benefits (EOB) is processed according to policies and procedures within the team.

Personal Contacts

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Accounting Assistant
 Position No. (If applicable): _____ Department: SIU HealthCare Patient Business Services-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		40 - 60 lbs.			<input type="radio"/>
Carrying		40 - 60 lbs.			<input type="radio"/>
Lifting		40 - 60 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

 Supervisor Signature Date Supervisor Name Employee Signature Date