



Tiburcio Vasquez Health Center, Inc.

33255 Ninth Street, Union City, California 94587

Administration: (510) 471-5907 Appointments: (510) 471-5880 Fax: (510) 471-9051

JOB DESCRIPTION

POSITION: Data Entry Clerk
DEPARTMENT: Finance & Accounting
REPORT TO: Medical Billing Supervisor
TIME/STATUS: Temporary, Full-time, Non-Exempt
BENEFITS: No
UNION: No (**Due to temporary status.*)

POSITION SUMMARY

Under the supervision of the Medical Billing Supervisor, the Data Entry Clerk performs a wide variety of clerical duties in support of patient services across multiple sites and departments. As an integral part of our patient services team the position serves in a cross-functional, fast-paced environment in order to meet performance and quality assurance benchmarks. The Data Entry Clerk must exercise flexibility when serving as back-up support for front desk and reception staff according to Clinic needs and in the interest of efficiency in workflow and operations. Essential duties include the sorting of encounters by program, data entry of computerized patient and third-party billing and update information on insurance policies.

SPECIFIC RESPONSIBILITIES

1. Performs day-to-day administrative functions and general office duties including but not limited to word processing, copying, filing, faxing, answering phones and data entry.
2. Maintain and update records for all aspects of patient billing and management information records.
3. Verify accuracy on all patient encounter forms submitted for processing or billing.
4. Verify accuracy on MediCal claim forms before submitting for billing.
5. Post MediCal, CHDP, and patient payments onto the computer.
6. Enter charges, receipts, changes and other input into the computer.
7. Keep current on informational changes in billing procedures.
8. Separate white and pink encounter copies and arrange them according to date and program prior to inputting data onto computer.
9. Verify and/or enter Medical policy identification into computer.
10. Prepare and process patient statements prior to mailing.
11. Completes the computer data back-up on a daily basis.
12. Ability to meet or exceed Service Excellence Standards of TVHC, Inc.
13. Performs all duties in support of successful EHR/EPM implementation.
14. Performs other related duties as required.

TVHC HAYWARD • 22331 Mission Blvd., Hayward, CA 94541

LOGAN HEALTH CENTER • 1800 H Street, Rm.171, Union City CA 94587

TENNYSON HEALTH CENTER • 27035 Whitman Street Rm.A1, Hayward CA 94544

WIC PROGRAM • 32970 Alvarado-Niles Road Ste. 760, Union City, CA 94587 • (510) 471-5913

FAMILY SUPPORT SERVICES • SCHOOL BASED/SCHOOL LINKED HEALTH SERVICES • 29800 Mission Blvd., Hayward, CA 94544

QUALIFICATIONS

1. Understands the importance of maintaining confidentiality; able to maintain confidentiality under HIPAA standards.
2. Must have the ability to exercise a high degree of diplomacy and tact; excellent customer services skills.
3. Bilingual and illiterate English/Spanish highly preferred.
4. Valid California driver's license; car and automobile insurance.
5. Must be highly flexible; able to accommodate changing needs of the department.
6. Must be a self-starter, motivated and have the ability to multi-task.
7. Training and/or experience with computer data entry and ability to type a minimum of 45 WPM.
8. Ability to operate a 10 key calculator by touch.
9. Knowledge of medical terminology desirable.
10. One year of experience in entering accounts receivable and operations data into computer records.
11. Good working knowledge of computerized data management systems, accounting principles, and community health center operations; or the ability to quickly develop in proficiency to meet the demands of the position.
12. Ability to understand and follow instructions.

EDUCATION AND EXPERIENCE

1. High school graduate or equivalent required.
2. Basic or intermediate computer skills.
3. Experience working with Non-Profit agencies helpful, but not required.

APPROVED: _____ DATE: _____
Chief Executive Officer

APPROVED: _____ DATE: _____
Board of Directors

I have read the above job description and agree to perform the responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel as classified.

Employee Signature

Date