

MASON CITY CLINIC
Job Description

Job Title: Data Entry Clerk I
Department: Business Office

FLSA Status: Nonexempt
Employee Group: Non-Management

General Summary:

Under general supervision and according to established procedures processes electronic remits and enters payments and other transaction data into computer system. Following established guidelines, calculates adjustments to accounts, enters, balances and posts adjustment transactions. Perform various related duties as assigned.

Principal Duties and Responsibilities:

1. Processes electronic remits. Enters data into the computer system including account payments and other account transactions in order to update account records. Reviews batches for errors and/or missing data to ensure accurate payments to patient account.
2. Scans EOBs into system from prior day's work.
3. Following established procedures, posts corrected transactions to patient accounts balancing at day's end with daily balance reports & recording. Posts patient payments daily from statements.
4. Balances payments received through the patient portal and enters credit card payments.
5. Following established procedures and guidelines calculate routine insurance and government reimbursement adjustments, enters adjustment transactions, and post to patient accounts.
6. May perform other data entry duties such as correcting patient accounts through reversals, transfers and other modifications, recording and processing patient, insurance, and workers compensation refund information.
7. Performs various clerical duties such as photocopying forms, benefit coverage explanations and responds to telephone inquiries from Clinic personnel.
7. Works cooperatively with other departments and Clinic staff to improve processes, systems and communications.
8. Performs other department duties as assigned.

Knowledge, Skills and Abilities Required:

1. Ability to read and write in order to review batch sheet data, enter patient account transactions, and research missing information, and to perform basic arithmetic calculation in order to reconcile trial balances and to figure adjustments at a level normally acquired through completion of high school.
2. Ability to keypunch transaction data accurately and at an acceptable rate at a level normally acquired through completion of less than six months course work in touch-typing, which can be obtained in high school.
3. Approximately three to six months on the job experience necessary in order to become efficient in entering, balancing, researching and posting various types of transaction data, to become familiar with medical terminology and department procedures for adjustments, file and log maintenance and so forth.
4. Interpersonal skills necessary in order to communicate with Clinic personnel when researching discrepancies.

5. Analytical skills necessary in order to review batch sheets, balance daily reports, and calculate account adjustments.
6. Ability to concentrate and pay close attention to detail for approximately ninety-five percent of work time when processing electronic remits, entering account adjustments, and balancing daily reports.
7. Ability to type and keypunch data for approximately fifty percent of work time when entering transaction data into the computer system.

Working Conditions:

1. Works in a normal office environment where there are few, if any, physical discomforts due to dust, dirt, noise and the like.

Reporting Relationships:

Reports to the Business Office Manager.

Approvals:

Business Office Manager

Date

Administrator

Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised 7/17, 7/19, 4/21

WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Date: 7/2017

Job Title: Data Entry Clerk I

Department: Business Office

1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing	X					
Bending	X					
Climbing	X					
Crawling	X					
Crouching	X					
Kneeling	X					
Reading						X
Sitting						X
Squatting	X					
Standing		X				
Stooping	X					
Walking		X				

2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision		X	
Depth Perception		X	
Fine Discriminate Detail		X	
Color Vision		X	
Field of Vision		X	

5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

6. Sensory Activity (Touch & Smell)

Level	Yes	No	Comment
Distinguish Hot & Cold		X	
Distinguish Range of Temperature		X	
Distinguish Surfaces		X	
Fine Motor Skills to Grasp		X	
Manual Dexterity	X		Keyboarding & 10-key skills required
Detect Odors		X	
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds		X	
Form Words	X		
Speak Loudly		X	
Speak Softly		X	

8. Mental Activity

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions			X			
Subjected to changing work priorities		X				

9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity	X					
Exposure to electrical shock	X					
Exposure to vapor, fumes & gases	X					
Exposure to radiation	X					
Exposure to infectious disease	X					
Driving automotive equip.	X					
Exposure to weather elements	X					