



*Joseph M Smith*  
*Community Health Center*

287 Western Avenue, Allston, MA 02134  
Phone/TTY: 617-783-0500  
Admin Fax: 617-783-5514  
Clinical Fax: 617-787-4359

564 Main Street, Waltham, MA 02452  
Phone/TTY: 781-693-3800  
Fax: 781-693-3817

[www.jmschc.org](http://www.jmschc.org)

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## **Position Available**

The Joseph M. Smith Community Health Center is now accepting applications for the following position:

### **PATIENT ACCOUNTS REPRESENTATIVE**

#### **RESPONSIBILITIES:**

1. Post charges into billing system
2. Review and processes EOB's, rejections and re-billings.
3. Understands account adjustments, corrections and write-offs to bad debt and free care and inputs same into system.
4. Understands set up of accounts receivable system in such areas as insurance carriers, claim forms and service codes. Informs Patient Account Manager of issues or changes needed.
5. Runs insurance A/R reports and investigates status of outstanding claims.
6. Prepares and processes patient bills and third party claims.
7. Follows up on insurance denials and takes appropriate steps to resolve discrepancies.
8. Communicates discrepancies and the need for additional information to the appropriate parties.
9. Reconciles reimbursement checks with claims submitted.
10. Collects and accounts for cash and other payments received.
11. Answers billing questions directly with patients.
12. Assists in the processing of Mt. Auburn Billing.
13. Maintains patient confidentiality when discussing information regarding patient bills.

**HOURS:** Full-Time – 40 hours per week; non-exempt. Occasional Saturday and weeknight shifts are an essential function of this position. Position offers competitive salary and excellent benefit package.

#### **QUALIFICATIONS:**

1. High school graduate, some advanced education preferred.
2. Familiar with computers and computer spreadsheet, database and word processing programs.
3. Courteous and good interpersonal, communication, and problem-solving skills.
4. At least three years of experience in patient registration, billing and third-party claims processing.
5. Accurate and responsible when dealing with cash.

Interested candidates should send resume to: Human Resources Coordinator at 287 Western Ave., Allston, MA 02134 or fax to (617) 783-5514 or email to [hr@jmschc.org](mailto:hr@jmschc.org).

**Joseph M. Smith Community Health Center is an Equal Opportunity & Affirmative Action Employer**

*We provide comprehensive, culturally competent and affordable primary health care services and selected specialties to all families and individuals.*