



JOB OPPORTUNITY

FISCAL SERVICES CLERK **Full-time, 1 FTE** **FISCAL SERVICES**

External applicants may apply at www.hillsdalehospital.com. Current employees may submit a written request to the Human Resources Department.

Requirements

- High school diploma; Associates in Accounting preferred
- Previous Accounting & or Healthcare Billing experience with computational skills & Intermediate to Advanced Excel ability preferred
- Reviews all third party payment vouchers with data entry & reconciliation.
- Works with Infusion Center, Pharmacy, and Medical Records to verify insurance payments on high cost items.
- Maintains & updates the Hospital charge master under the guidance of Reimbursement.
- Completes accurate filing of hard copy & electronic contracts and related correspondence.
- Assists in payment and charge audits – assuring correct payments and error elimination.
- Answer calls and correspondence for all Fiscal Service functions.
- Maintain accounting controls associated with all accounting functions
- BLS (Basic Life Support) certification (available through Hillsdale Hospital)
- Excellent interpersonal skills including the ability to communicate effectively
- Ability to prioritize along with excellent organizational skills
- Must be committed to Service Excellence and embrace Vision, Mission, values and culture of Hillsdale Hospital
- Must be flexible, dependable, responsible and a team player with favorable attendance record
- Maintain confidentiality

Posted: 1.5.2018
Take Down: 1.15.2018