



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: Billing Clerk – Holtsville, NY

POSITION SUMMARY:

The Billing Clerk assists and supports the YMCA Family Services agencies by monitoring patient accounts, creating invoices, providing quality assurance, addressing high patient account balances, updating patient financial information and welcoming and greeting patients and visitors, in person or on the telephone; answering or referring inquiries and providing clerical support to the branch. Will provide coverage of support staff on an as needed basis.

ESSENTIAL FUNCTIONS:

1. Accurately process payments in for all patients.
2. Reviews patient accounts on a regular basis to ensure that all accounts are up to date; takes immediate corrective action as needed.
3. Processes refunds, adjustments and corrections to all accounts according to policy and procedures established.
4. Create Billing Charts, review financial information, ensure that it is all accurate and insurance verified, work in our electronic medical records to active and confirm information.
5. Create invoices and follow up with payments and fee contracts.
6. Maintain attendance records and productivity reports, takes immediate corrective action as needed with issues.
7. Clerical duties as assigned including but not limited to filing, copying, and ordering office supplies as needed.
8. Other duties as assigned.

QUALIFICATIONS:

1. Excellent customer service skills and strong interpersonal skills with the ability to relate effectively to diverse groups of people from all social and economic segments of the community.
2. Clear and accurate written and verbal communication skills.
3. Must be able to handle sensitive information with proven professionalism in exercising a high degree of confidentiality.
4. Detail oriented and excellent organizational skills: accuracy is essential
5. Ability to multitask and work in a fast paced, highly flexible and rapidly changing work environment.
6. Excellent computer skills.
7. Must be flexible and able to work a varying schedule.

HOW TO APPLY:

For consideration please email Veronica.Young@ymcali.org and Stacey.Spata@ymcali.org. Please include a resume and a cover letter indicating your interest, qualifications, and salary requirements.