



JOB DESCRIPTION

Title: Billing/Payroll Clerk

Reports to: Administrator

Job Summary: Process billing for Medicaid and self-pay clients. Perform payroll calculations and deductions for employees. Must possess superior fiscal, time management and organizational skills.

Duties include but not limited to:

- Review client attendance and service forms to ensure properly completed for processing.
- Submit manual and electronic claims submissions for processing.
- Resolves disputed claims and/or discrepancies by gathering, verifying, and providing additional information; following-up on claims to ensure payment is processed.
- Perform adjustments to process overpayments/overages by reviewing remittance.
- Prepare monthly reports of billing by summarizing billings, adjustments, and revenues received for executive management review.
- Stay abreast of billing changes and reimbursement procedures through Late Breaking News on Mississippi Medicaid website.
- Process employee payroll information by collecting time sheets, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage and deductions.
- Prepare quarterly reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Process social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolve payroll discrepancies by collecting and analyzing information.

Requirements include but not limited to:

- 21 years of age, U.S. citizen or legal resident alien.
- Minimum of five years of billing and payroll experience.
- Adhere to all company and MDOM policies.
- Certificate for First Aid.
- Cardiopulmonary Resuscitation (CPR).
- Comply with HIPAA at all times.
- Results of drug screen, updated annually.
- Results of a criminal background check (to the extent permitted by law), updated annually.
- Results of any State of Mississippi Medicaid/Medicare fraud, waste and/or abuse checks.