



Tallahassee Orthopedic Clinic
The Team Behind the Team

POSITION DESCRIPTION

Position Title: Clinical Claim Creator

Department: Business Office

Reports To: Business Office Supervisor

Type of Position: Full-Time Part-Time

Classification: Exempt Non-Exempt

POSITION SUMMARY

Perform a variety of tasks centered on claim creation and posting over the counter payments. Work is conducted remotely, outside of a traditional office environment. Must be able to perform work at a dedicated work space with limited interruption or distraction, and high speed internet capability of company required bandwidth.

ESSENTIAL FUNCTIONS

- Work assigned tasks to ensure claims are created after the billing tab is reviewed by the provider.
- Work claim rules assigned to the Clinical Claim Creator.
- Work assigned tasks to ensure payments collected at the time services are rendered are posted to the claim created.
- Handle confidential patient files and medical records and carry out the necessary and related functions in an extremely professional and discreet fashion.
- Report to the office location, as needed.
- Perform other responsibilities associated with this position as deemed appropriate.

GENERAL COMPETENCIES DESIRED

- Self-motivated, with the ability to work independently, with minimal supervision.
- Ability to maintain confidentiality of patient information.
- Detail-oriented paying close attention to accuracy.
- Good oral and written communication (documentation) skills, paying attention to grammar and spelling.
- Good planning and organizational skills.
- Strong interpersonal skills.
- Ability to be comfortable in learning and using digital tools.
- Strong PC skills required to include all Microsoft applications, practice management systems and electronic health records.
- Ability to multi-task and give attention to detail.
- Good problem solving skills required in order to maximize effectiveness and efficiency of job duties.
- Perform any other responsibilities associated with this position as deemed appropriate.

PHYSICAL DEMANDS

Requires sitting for prolonged periods of time. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, scanner, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Requires the ability to work under stressful conditions and/or irregular hours to meet deadlines.

CREDENTIALS DESIRED

Must have a high school diploma or equivalent education.