

## Job Description / Performance Evaluation

**Title: Billing Clerk**

**Job Summary:**

The Billing Clerk abides by all state and federal regulations in performing the tasks of billing.

**Job Qualifications:**

Education: High School Graduate (College Preferred).

Experience: One year experience preferred.

Skills: Knowledge of office machines preferred, computer skills required, excellent interpersonal and organizational skill. Some knowledge of billing requirements. Light typing preferred.

Transportation: Reliable transportation.

**Environmental and Working Conditions:**

Works in a routine office environment. Noise level may be moderately high, ability to work a flexible schedule and extended hours. Ability to travel locally and some exposure to inclement weather.

**Physical and Mental Effort:**

Prolonged sitting and some standing required. Occasional need to lift, pull, carry and push items weighing up to fifty pounds. Frequent need to stoop, kneel and reach while accessing files. Requires working under some stressful conditions to meet deadlines and employer and employee needs. Requires hand-eye coordination and manual dexterity. Requires excellent problem solving skills.

**Essential Functions**

**Evaluation**

Recommends, implements, and directs the agency's billing policies and procedures.	
Consults and communicates with all members of the agency's billing department on a regular basis to coordinate and address appropriate quality program related issues.	
Ensures all documents are in order and submitted timely according to Medicare and Palmetto standards.	
Serves as liaison to the administrative staff. Provides billing and staffing feedback as needed.	
Establishes, monitors and evaluates productivity standards by conducting audits for completion of all appropriate billing documentation on a regular basis.	
Enhances professional growth and development through participation in educational programs, staff in-service and workshops.	
Ensures confidentiality of all transactions related to financial structure of the agency.	
Maintains high standard of compliance in ethical and federal regulation at all times.	
Performs other functions as assigned by administrator.	

Statement of Understanding: I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluation Codes:** 1-Does not meet job requirements/expectations 2-Occasionally meets job requirement  
3-Normally meets job requirements 4-Meets and occasionally exceeds job requirements 5-Regularly exceeds job requirements

**Comments/Goals:** \_\_\_\_\_

**Use back for additional comments/goals**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Performance Evaluation Addendum**

**90 Day**

**Annual**

**Date On Site Supervisory Visit Completed:** \_\_\_\_\_ (form attached).

**Comments/Goals Met or Not Met for this evaluation period:** \_\_\_\_\_

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**Employer/Employee Mutual Goals set for the next evaluation period:** \_\_\_\_\_

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**Employee Comments/Response:** \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(For Employer Evaluation / Employee Self Evaluation)

**Evaluator/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_