

MENTAL HEALTH CENTERS OF WESTERN ILLINOIS

JOB DESCRIPTION

BILLING SECRETARY

Position:

A member of the billing department and secretarial staff primarily responsible for completing the daily appointment schedule, completing fee agreements with clients, entering financial/insurance information on CIS screens and sending Medi/registration files.

Qualifications:

1. High School diploma/GED with secretarial training or experience
2. Communication, computer and bookkeeping skills

Classification: #2

Reporting Supervisor: Director of Billing

Position(s) Supervised: Not Applicable

Expectations:

The Billing Secretary is expected to complete the daily appointment schedule, complete fee agreements with clients, enter financial/insurance information on CIS screens, send Medi/registration files and perform other related secretarial duties.

Duties:

1. On a daily basis complete the Daily Appointment Schedule for each agency site location. Review the schedule to determine the correct pay source is listed, correct charge and/or balance due and noting paperwork requirements or other issues for new or existing clients. Review the schedule with your supervisor and then copy/scan the schedule to clinical and administrative staff at each site.
2. On a daily basis utilizing the daily schedule organize the screening forms, fee agreements and any other paperwork to input into CIS to setup/update screens according to the pay source requirements. Document any new clients with the type of setup requirements and note completion or issues. Provide the documentation to your supervisor for review.
3. On daily basis enter client or insurance payments received from agency sites, mail or direct deposit into CIS. Mark the documentation with the program and agency site. Record payment information on the cash receipts journal. Provide the documentation with the CIS Payment Report to supervisor to balance with cash receipts journal.
4. Meet with clients initially and annually prior to service provision to collect financial/insurance information (proof of income and household size) in order to establish a fee agreement. If applicable follow up with each client until proof of income and household size information is collected. The original is filed in client chart and the copy is used to enter data into CIS screens.
5. Verify client coverage for any client seeking services by reviewing the screening form for insurance source(s). Utilize the Medi system to verify eligibility and print out to attach to the screening form. If applicable, contact private insurance companies or utilize websites to verify coverage, complete the Insurance Verification form or print eligibility benefits and provide to Supervisor for review.
6. On a weekly basis create a Medi eligibility file and submit to HFS. On the following day download the file into CIS to insure updated eligibility.
7. On a weekly basis create a client registration file consisting of clients initially receiving services and updating every 6 months. Review the file submission to insure all clients have correct

assessment/registration dates. Submit the registration file to Provider Connect and download the results back into CIS. Check Provider Connect to insure each client was updated and print out the registration. Review the client registration in CIS to make sure it is updated with a C. Provide documentation to your supervisor and review any registration rejections or issues for correction.

8. Input SASS, psychiatric or secondary insurance services into HFS and monitor for payment.
9. Upon receiving a client discharge summary, update CIS screens with the discharge information. Remove the client paperwork from the binders to file in cabinet. On a monthly basis, close applicable discharged clients from Provider Connect website.
10. File all information in billing binders in a timely manner. Clean out binders routinely to ensure current information is obtained.
11. Complete forms and reports for Quarterly Billing Review. Participate in the review by completing the client reports to insure billing has processed correctly.
12. Preserve confidentiality of all agency materials relating to clients, services and privileged personnel/administration information.
13. Understand and observe the policies and procedures established by the Mental Health Centers of Western Illinois.
14. Attend required annual trainings and other work-related seminars to increase overall knowledge base and improve job-related skills.
15. Provide proof of primary vaccination series for COVID-19 or documentation of a granted medical or religious exemption with weekly testing results submitted to the immediate Supervisor and Director of Human Resources and Client Benefits.
16. Perform other duties as assigned by supervisor.

R&R 07/05, 10/05, 01/06, 09/06, 01/09, 02/09, 12/11, 10/13, 03/14, 06/14, 10/14, 12/15, 04/17, 05/18, 08/20, 02/22, 04/22

I have reviewed and understand my duties and responsibilities as defined in this job description.

Staff Signature

Date