



Lassen Medical Clinic - Red Bluff
2450 Sister Mary Columba Drive
Red Bluff, CA 96080
Direct 530.527.0414
lassenmedical.com



Temporary Charge Poster

**Lassen Medical Clinic
Red Bluff, CA**

Wage: Starts at \$16.00 per hour

Hours: Monday – Friday, 8am-5pm, may vary depending on department needs.

Department: Business Office

Professional growth and stability with Lassen Medical Clinic

Lassen Medical Clinic has been caring for Tehama County residents since 1956. Today, 30 providers in family practice, osteopathic medicine, internal medicine, urgent care and pediatrics work together to provide a full spectrum of care for their patients.

General Summary: A nonexempt position responsible for the proper and timely processing of claims creation.

Essential Job Responsibilities:

1. Creates claims in clinics EHR software (ATHENA) on a daily basis
2. Research and resolve claim edits prior to submission for clean claim billing.
3. Responsible to complete WorkLists assigned within the EHR (Athena)
4. Responsible to resolute Athena "Missing Slips Dashboard"
5. Communicates with necessary personnel including providers to obtain missing information and/or additional information needed for claim creation.
6. Other duties as assigned by Supervisor/Manager

Education: High School Diploma

Experience: Minimum two years of experience in claims processing in a health care setting.

Performance Requirements:

Knowledge:

1. Knowledge of clinic policies and procedures.
2. Knowledge of health care insurance claim practices and compliance.
3. Knowledge of computer systems, programs, and applications.
4. Knowledge of medical terminology.

Skills:

1. Skill in gathering and reporting claim information.
2. Skill in trouble-shooting claim insurance problems.
3. Skill in written and verbal communication and customer relations.

Abilities:

1. Ability to work effectively with physicians, other medical staff, and external agencies.
2. Ability to identify and analyze claim issues.
3. Skill in written and verbal communication and customer relations.



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Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.

Work Environment: Position is in a well-lighted office environment.

Mental/Physical Requirements: Involves sitting approximately 90 percent of the day, walking or standing the remaining time.

Position Competencies:

1. **Role model for organization's core values**
2. **Customer Service:** Demonstrates the highest standards for friendly, courteous and caring interaction with patients, physicians, customers, and fellow employees.
3. **Analytical**
4. **Organization and presentation abilities**
5. **Professional presence**
6. **Communication** Demonstrates ability to accept and understand instructions, expresses self clearly and concisely.
7. **Adaptability/Flexibility** Demonstrates the ability to cope with pressure, grasp new ideas and methods, and adjust responses to meet the changing work environment.
8. **Independence/initiative** Demonstrates reliability, follow-through, ability to work with minimum supervision, and desire and ability to accept additional responsibility.
9. **Confidentiality**
10. **Emotional Intelligence** Maintain basic emotional and social competencies to include self-awareness, self-regulation, motivation, empathy, and social skills.

Job Qualifications:

Equipment operated; standard office equipment including computers, faxes, copiers, printers, telephones, etc.

Education/Experience: High School Diploma. Minimum two years of experience in claims processing in a health care setting.

Physical: Position is in a well-lighted office environment and involves sitting approximately 90 percent of the day, walking or standing the remainder.

To Apply:

For more information and to apply visit: www.LassenMedical.com

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