

YOAKUM COUNTY HOSPITAL

Denver City, Texas

JOB DESCRIPTION

Payroll/Revenue Cycle Clerk

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Supervisor: Controller

Department: Business Office

Schedule: 8:00 am – 5:00 pm (Monday-Friday)

Job Title: Payroll/Revenue Cycle Clerk, Full Time (Non-Exempt)

JOB SUMMARY: The Payroll/Revenue Cycle Clerk is responsible for payroll processing functions and assisting with revenue cycle operations including billing support, payment posting, insurance verification, collections support, and patient account follow-up. This role requires strong attention to detail, excellent customer service, flexibility, and the ability to work collaboratively across departments. This position plays a key role in ensuring timely employee compensation and accurate financial operations while maintaining confidentiality and compliance with hospital policies, HIPAA regulations, and applicable state and federal guidelines. OSHA Bloodborne Pathogens Class III.

JOB QUALIFICATIONS:

- A. Education Required: High School Graduate or GED. Associate degree in accounting, business, healthcare administration or related field, preferred. At least 3 years of experience in maintaining detailed recordkeeping of data in a clerical office setting preferred.
- B. Personal Job-Related Skills: Effective oral and written communication skills.
- C. Licensure, Registry or Certification: N/A
- D. Experience:
 - 1. Prior Work Experience: (Preferable) minimum of 1 – 3 years of payroll, accounting, billing, or healthcare business office experience.

2. Experience in rural healthcare or critical access hospital setting preferred.
 3. Knowledge of payroll systems and healthcare billing practices preferred.
 4. Technical Training: N/A
- E. Physical and Mental Requirements: Duties of the position will require moderate periods of sitting and standing, occasional lifting up to 25 pounds.

ESSENTIAL PAYROLL CLERK DUTIES AND RESPONSIBILITIES:

- A. Prepare and process employee payroll.
- B. Review timesheets, attendance records, and payroll reports for accuracy.
- C. Monitor overtime, missed punches, and payroll discrepancies.
- D. Maintain employee payroll records and ensure confidentiality.
- E. Assist employees with payroll-related questions.
- F. Process payroll adjustments, deductions, garnishments, and direct deposit information.
- G. Maintain compliance with federal and state payroll regulations.
- H. Assist with year-end payroll processes including W-2 preparation support.
- I. Coordinate with HR regarding new hires, terminations, and employee status changes.
- J. Maintains supplies and office equipment.
- K. And other duties assigned.

ESSENTIAL REVENUE CYCLE CLERK DUTIES AND RESPONSIBILITIES:

- A. Assist with patient account billing and payment posting.
- B. Verify insurance eligibility and benefits.
- C. Support claims processing and denial follow-up.
- D. Maintain accurate patient financial records.

- E. Assist with collection calls and patient payment arrangements.
- F. Process daily deposits and reconcile payments.
- G. Work accounts receivable reports and aging balances.
- H. Communicate professionally with patients, insurance companies, and internal departments.
- I. Assist with financial assistance documentation and payment plans.

OTHER SIGNIFICANT REQUIREMENTS:

- A. Maintains HIPPA required and all other confidentiality while working with confidential matters on a daily basis.
- B. Performs duties in related departmental functions as directed by the Administrator or Department Supervisor. Willingly assists in anything being necessary for patient care or accomplishing the Hospital's mission.
- C. Assists with audits and reporting as requested.
- D. Strong mathematical and data entry skills.
- E. Knowledge of basic accounting principles.
- F. Understanding of insurance billing and reimbursement processes preferred.
- G. Proficient in Microsoft Office applications, especially Excel.
- H. Ability to maintain confidentiality and professionalism.
- I. Strong organizational and multitasking abilities.
- J. Excellent communication and customer service skills.
- K. Ability to work independently and as part of a team.
- L. Follows safety guidelines and policies for the Hospital.