



Burke Job Posting / Job Description

Position Title

Insurance Clerk – P.P. - Early Childhood Intervention – Lufkin, TX

Position Number

P #793

General Description

The Insurance Clerk will be responsible for all insurance duties to include data entry verification and pre-authorizations, assessment of fees and other duties related to billing. This position requires an inherent knowledge of medical insurance billing. Position requires the ability to perform numerical detail work with speed and accuracy; communicate in a clear, professional and literate manner, and to establish and maintain a good working relationship with families, staff and third-party payers.

Education

Required: Graduation from an accredited high school or its equivalent.

Preferred: Courses in business and bookkeeping.

Experience

Required: At least three (3) years' experience in medical insurance billing and data entry in an automated system.

Preferred: Five (5) years' experience in medical insurance billing (including Medicaid and CHIP).

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: Must use visual and motor skills to efficiently and accurately enter data; utilize computer and calculator; sit for long periods of time throughout the day; mobility required to bend, reach, lift up to 25 pounds, and must have legible handwriting.

Hours

Monday - Friday; generally, 8:00 a.m. to 5:00 p.m.

Salary

\$27,000-\$30,000 annually; depending on education and experience

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.