



Job Title:	Billing Specialist
Reports To:	Revenue Cycle Manager
Department:	Finance
FLSA Status:	Non-exempt
Travel:	20%
Supervisory Duties:	None
Work Schedule:	Full Time (40 hours per week) 5, 8 hour days Monday-Friday

Job Summary

Responsible for various day-to-day patient account functions, including patient and third party billing, remittance advice and payment processing, problem resolution, collection letters, old balance review and patient inquiry. Provides information and/or resolves third party insurance coverage issues. Balances daily receipts. Provide assistance to staff and patients regarding billing issues and problem resolution in a courteous and timely manner.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

- Maintain current working knowledge of diagnostic and procedural coding, providing diagnostic and procedural codes to nursing staff as requested.
- Maintain working knowledge of third party payer programs and requirements.
- Identify, compile, abstract and code patient data, using standard classification systems.
- Assist with ongoing Accounts Receivable review process, including processing collection letters as scheduled and reviewing accounts for bad debt processing.
- Monitor claim payments and capitated payments and adjudicate payment errors.
- Manage all aspects related to timely filing of claims including correcting claim errors and re-filing.
- Resolve or clarify codes and diagnoses with conflicting, missing, or unclear information by consulting

with doctors or others or by participating in the coding team's regular meetings.

- Post medical insurance billings.
- Assist patients with resolution of account balance problems or discrepancies.
- Prepare statistical reports, narrative reports and graphic presentations of information for use by others.
- Review records for completeness, accuracy and compliance with regulations.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer.
- Release information to persons and agencies according to regulations.

Qualifications

Qualifications include:

- Decision Making - Ability to make critical decisions while following company procedures.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Judgment - The ability to formulate a sound decision using the available information.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: 2 plus years of related experience

Computer Skills: Experience in Microsoft Windows environment preferred. Knowledge of medical office system, spreadsheet and word processing preferred.

Other Requirements: Current knowledge of ICD-9-CM and CPT-4 coding classification systems.

Working Conditions

Predominantly an office environment.

Physical Requirements

Standing or sitting for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry	
Sit	C	10 lbs or less	C
Manually Manipulate	F	11-20 lbs	F
Reach Outward	F	21-50 lbs	O
Reach Above Shoulder	F	51-100 lbs	N
Climb	N	Over 100 lbs	N
Crawl	N		
Squat or Kneel	N	Push/Pull	
Bend	F	12 lbs or less	C
Grasp	F	13-25 lbs	F
Speak	C	26-40 lbs	O
		41-100 lbs	N

Other Physical Requirements:

- vision and sense of sound

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

Prepared By:	Human Resources
Supervisor Approval:	
Date:	
CEO Approval:	
Date:	
Employee Signature:	
Date:	