



## JOB DESCRIPTION: BILLING SPECIALIST

Classification: Non-Exempt (Hourly)

Reports To: Billing Manager

Date: August, 2018

### Summary / Objective

The Billing Specialist assist in the day to day billing submission and processing of claims to ensure timely payment. Posts payments in a timely manner. Files appeals on denied claims.

MAIN FUNCTION	Ensure claims are processed in a correct and timely manner.
Duties and responsibilities	<ol style="list-style-type: none"> <li>1. Philosophy               <ul style="list-style-type: none"> <li>- Supports the practice's ideology, mission, goals and objectives</li> <li>- Performs in accordance with the practice's policies and procedures</li> <li>- Follows the practice's standards for ethical business contact</li> <li>- Recognizes patients' rights and responsibilities</li> <li>- Participates in meetings, in-services and activities</li> <li>- Seeks out additional assignments and duties</li> </ul> </li> <li>2. Work Quality               <ul style="list-style-type: none"> <li>- Performs duties in an accurate and organized manner</li> <li>- Adheres to policies and procedures in performance of duties</li> <li>- Ensures knowledge of job and asks questions when unsure</li> <li>- Completes duties within appropriate timeframes</li> </ul> </li> <li>3. Personal Attributes               <ul style="list-style-type: none"> <li>- Shows initiative and dependability including punctuality and attendance</li> <li>- Displays good judgement</li> <li>- Cooperates and is flexible</li> <li>- Follows appropriate dress code presenting a professional image</li> </ul> </li> <li>4. Customer Service               <ul style="list-style-type: none"> <li>- Fosters a culture of outstanding patient service showing courtesy in interactions with patients, physicians and co-workers</li> <li>- Presents good telephone skills</li> <li>- Responds promptly to patient needs and co-workers requests</li> </ul> </li> <li>5. Communication and Teamwork</li> </ol>

	<ul style="list-style-type: none"> <li>- Expected to be a positive and responsible team member with a good attitude</li> <li>- Presents good oral and written communication skills.</li> </ul> <p>6. Professional competence</p> <ul style="list-style-type: none"> <li>- Participates in continuing education and other learning experiences</li> <li>- Welcomes suggestions and recommendations</li> </ul> <p>7. Billing Specialist Duties</p> <ul style="list-style-type: none"> <li>- Review the claim prior to submission for accuracy ensuring proper insurance information, modifiers and other required information is included on the claim.</li> <li>- On a daily basis post insurance and patient payments. Balance remittances for accuracy.</li> <li>- Call or verify online claim status to ensure claims are received by the carrier and are being processed. Follow up on any claims not received and resubmit.</li> <li>- Appropriately code office visit billings ensuring appropriate modifiers are included.</li> <li>- Consistently review denied claims filing necessary documentation to appeal the denial.</li> <li>- Provide phone support to patients and co-workers regarding billing questions, billing status, balances due, authorizations and other information as requested.</li> <li>- Other duties as assigned</li> </ul>
Qualifications	<p>1. Education</p> <ul style="list-style-type: none"> <li>- HS/GED</li> <li>- Minimum of 3 years' prior medical billing experience</li> <li>- Knowledge of neurosurgery coding</li> <li>- Knowledge of appeals</li> <li>- Medical Billing and Coding Certification preferred</li> </ul>
Physical Demands and Work Environment	<ul style="list-style-type: none"> <li>- While performing the duties of this job, the employee routinely is required to sit; walk; talk and hear; use hands to keyboard, finger, handle and feel; stoop, kneel, crouch, twist, reach, and stretch.</li> <li>- The employee is required to move around the office.</li> <li>- Specific vision abilities required by this job includes close vision, color vision, peripheral vision, depth perception, and ability to focus.</li> <li>- May require travel dependent on company needs.</li> <li>- May occasionally lift and/or move up to 20 lbs.</li> </ul>

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date