



**POSITION TITLE: Medical/Insurance Billing Specialist**

**DATE:** August 2017

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| <b>SALARY RANGE:</b> as set by Letter of Employment | <b>IMMEDIATE SUPERVISOR:</b> CFO |
| <b>THIS IS A:</b> Exempt__ Non-Exempt X             | Hourly X Salaried __             |
| Full-Time Part-Time                                 |                                  |

**GENERAL FUNCTION:** Prepare, submit and follow up on medical/insurance claims billing. This includes all aspects from submission to payment.

**SUPERVISORY RESPONSIBILITY:** None

**DUTIES AND RESPONSIBILITIES:**

1. Review, process, edit, and approve claims for filing (electronically or paper).
2. Determine the cause of Explanation of Benefit denials, pull supporting data from patient charts and billing system, and work with insurance companies to resolve issues related to outstanding claims.
3. Assist with posting insurance payments, denials, and adjustments.
4. Review accounts receivable and follow-up with patients and insurance companies on outstanding balances.
5. Promptly answer customer calls and written correspondence on issues related to billing.
6. Responsible for collection of insurance co-pays.
7. Compile data for report generation as requested.
8. File all accounting paperwork as needed.
9. Maintain confidentiality with HIPPA and accounting or related information.
10. Other duties as assigned.

**KNOWLEDGE AND REQUIRED TRAINING:**

The person occupying this position must possess a High School Diploma and at least 2 years of experience in Medical Billing is required. Must be familiar with medical billing systems, ICD-9 and ICD-10, CPT, medical coding, and basic medical terminology. Experience in accounting or administrative experience is a plus. Proven Microsoft skills (Word, Excel, and Outlook). Attention to detail and excellent organizational and communication skills. Productive and Dependable previous work record. Ability to keep information confidential. Ability to multi-task. CPC preferred but not required.

**PERSONAL RELATIONSHIPS:** In order to appropriately accomplish the duties of this position, the person will be required to maintain effective relationships with the Center's leadership, staff, clients/families, members of the community, board of directors and other stakeholders of the Center. This person must have an empathetic understanding of client population and be able to relate to them in a positive and supportive fashion.

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| <p><b>PHYSICAL DEMANDS:</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> |
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| <p><b>WORK ENVIRONMENT:</b> Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> |
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| <p><b>DISCLAIMER:</b> The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.</p> |
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Name (printed): \_\_\_\_\_

Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_