

MEDICAL BILLING AND CODING SPECIALIST JOB DESCRIPTION

Job Title : Medical Billing and Coding Specialist

Reports To : Office Manager

FLSA Status : This position does not meet the criteria for exemption from the provisions of the Fair Labor Standards Act; thus you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor.

JOB SUMMARY :

Performs a variety of complex clerical and accounting functions for patient billing, including verification of invoice information, maintenance of third party billing records, and resolution of a variety of problems. Follows up on submitted claims and patient billing; resubmits claims or resolves problems. May handle cash items and accounts receivable posting. Works with others in a team environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES :

Includes the following;

1. Processes billings to patients and third party reimbursement claims; maintains supporting documentation files and current patient addresses.
2. Processes patient statements, keys data, posts transactions, and verifies accuracy of input to reports generated.
3. Researches and responds by telephone and in writing to patient inquiries regarding billing issues and problems.
4. Follows up on submitted claims; monitors unpaid claims, initiates tracers; resubmits claims as necessary.
5. May receive and receipt cash items and third party reimbursements; posts and reconciles payments to patient ledgers.
6. Balances daily batches and reports; prepares income reports and statistics; distributes reports.
7. Maintains patient demographic information and data collection systems.
8. Participates in development of organization procedures and update of forms and manuals.
9. Performs a variety of general clerical duties, including telephone reception, mail distribution, and other routine functions.
10. May assist in preparing documentation and responses for legal inquiries, litigation, and court appearances.
11. Ensures strict confidentiality of financial records.
12. Computer literate, able to use Microsoft Office Word, Excel, Outlook, PowerPoint, Publisher, and Accounting.
13. Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS :

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience : High school diploma or general education degree (GED) and preferred six (6) months related experience and/or training; or equivalent combination of education and experience.

Language Skills : Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization. Prefer bi-lingual in English and Spanish.

TROYER URGENT CARE

Mathematical Skill: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability : Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS :

Preferred certification from a course in Medical Coding. Willing to attend continuing education courses at the request of the employer.

PHYSICAL DEMANDS :

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT :

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PAY RANGE :

This position is subject to a 90 day trial period in which the employer will evaluate the skills, talents, and abilities of the new employee. After this time the employee will be put on full time status or dismissed.

First 90 days pay rate is _____ per hour.

After 90 days pay rate is _____ per hour.

I have read and understand the duties, responsibilities, and expectations pertaining to the position of Medical Billing and Coding Specialist. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required. I have been allowed to clarify and ask questions about this job description.

Name

Date