



JOB DESCRIPTION

Department:	Billing Department	Job Code:	
Job Title:	Medical Billing Specialist	Job Family:	Administrative Support
Reports To:	Billing Manager	FLSA Status:	Non-Exempt
Benefit Level:	IV	Creation/Revision Date:	09/24/09

Role/Position Definition: Medical Billing Specialist

Qualifications/Position Requirements:

A. Education/Experience

High School Diploma / GED required.

Two (2) years of medical facility experience preferred

Experienced with computers and/or medical software preferred

B. Licensure/Certification

Certified Medical Biller Certificate is a plus, but not a requirement

C. Knowledge, Skills and Abilities

Individual must have knowledge of UB04 and CMS 1500 claim forms. Knowledge of CPT, DRG, HCPCS, and ICD-9 coding required. Prior medical billing experience and knowledge of medical billing software required.

Work Environment:

- A. Office Setting

Duties and Responsibilities:

- A. Under the general supervision of the billing manager, the medical billing specialist is responsible for posting, billing, and collection of all accounts receivables, ensuring timely cash flow for the hospital.
- B. Maintains and updates patient demographic information related to the process of claim submissions
- C. Maintains and ensures that all billable procedures are correct and accurate prior to claim submission to all payers
- D. Maintains all charge posting procedures accurately and timely
- E. Maintains HIPPA and other lawful practices when billing payers
- F. Monitors all billing for timely submission to all payer guidelines
- G. Monitors all outstanding accounts receivables in a timely manner
- H. Reports status of accounts receivables to billing manager upon request
- I. Maintains all cash posting to patient accounts accurately and timely
- J. Maintains patient collection accounts by submission of patient statements and monitoring of accounts sent to collection agency
- K. Performs all other duties as assigned.

APPROVALS

Human Resources: _____

Department Head: _____

Date: _____

Date: _____