

JOB DESCRIPTION

TITLE: Medical Billing/Authorizations Specialist

ACCOUNTABILITY: Billing Manager

REQUIREMENTS: Must have general working knowledge of insurance plans, CPT, HCPCS, ICD-9 and medical terminology and excellent communication and computer skill. High school Diploma and billing certification or minimum of 3 years experience in the health care industry as authorization specialist.

CATEGORY: Non-Exempt

RESPONSIBILITIES:

- Excellent interpersonal skills required to communicate with direct staff and funding sources
- Must possess excellent time management and organizational skills
- Demonstrated critical thinking, creativity, problem solving and decision-making skills
- Working knowledge of federal, state, local and intermediary specific billing requirements to ensure appropriate authorizations are completed and/or notifies appropriate person of missing or incomplete billing requirements and follows up in a timely manner
- Maintaining current knowledge and understanding of government rules, regulations
- Ability to work with technology necessary to complete job effectively. .
- To assure all pre-authorizations have been approved with the proper procedure code prior to service being rendered
- Must be knowledgeable of current changes in coding and reimbursement requirements for all billing payors
- Responsible for pending claims reports on claims received without prior authorization to research and review eligibility and benefit coverage. Upon decision of claim payment status, generates the appropriate referral with notification and exchange of information to the service organization for proper adjudication of claim payment

- Provides data entry for proper level of care which has been arranged by the Authorization received from funding sources.
- Contacts providers with authorization, denial and appeals process information
- Ability to perform all other duties as assigned or requested by Billing Manager

Medical Billing/Authorization Specialist Date

Billing Manager Date