

Primary Care Health Services, Inc.
Job Description

POSITION: Medical Biller
REPORTS TO: Data Entry / Intake Supervisor
SUPERVISES: Non-Applicable

QUALIFICATIONS:
High School Diploma

PHYSICAL DEMANDS:

- Requires full range of body motion including handling and lifting patients, manual and finger dexterity, and eye-hand coordination.
- Requires standing and walking for extensive periods of time.
- Requires occasionally lifting and carrying items weighing up to fifty (50) pounds.
- Requires corrected vision, hearing and speech to normal range.
- Requires working under stressful conditions and/or working irregular hours.
- Requires some exposure to communicable diseases, bodily fluids, and toxic substances.

RESPONSIBILITIES:

The incumbent's responsibilities include:

- Daily posting a variety of health service charges to patients' accounts per pay classification; posting payments received from health center patients, State Welfare Department, and other health insurance carriers; preparing billing adjustments and/or rebilling; preparing and maintaining daily productivity reports; and preparing, completing, and analyzing batch control forms.
- Entering on a timely basis all charges, payments, credits, and adjustments by pay classification into the management information system.
- Reviewing patients' encounter forms (medical, dental, lab, mental health, etc.) to insure accuracy and completeness prior to performing charge entry transaction; taking the necessary action to correct the encounter form by contacting the provider of services, medical records department, 3rd party insurance carrier, or the patient.
- Reviewing and completing batch control forms, making necessary corrections, assigning batch control numbers and entry dates; computing the number of transactions, total charges, credits, payments, and overall batch totals.
- Reviewing the daily batch proof listing which shows the previous day's charge entries; verifying individual productivity as well as accuracy of data entered. Comparing data and total charges to batch control form total. If error(s) occurs, editing the batch or correcting the discrepancies within the batched encounters.