

Billing-Coding Specialist

Job Description



JOB SUMMARY

The Billing/Coding Specialist is responsible for collecting, posting and managing account payments, and for submitting claims and following up with insurance companies.

Specific job duties:

- Prepares and submits clean claims to various insurance companies either electronically or by paper.
- Answers questions from patients and Insurance companies.
- Identifies and resolves patient billing complaints.
- Prepares, reviews and sends patient statements
- Evaluates patient's financial status and establishes budget payment plans.
- Follows and reports status of delinquent account
- Makes recommendations for delinquent accounts to be forwarded to collection agencies.
- Performs various collection actions including contacting patients by phone, correcting and resubmitting claims to third party payers.
- Processes payments from insurance companies
- Translates patient information into alphanumeric and numeric medical codes
- Use several coding systems, including Level 1 HCPCS and Level 2 HCPCS
- Investigates and corrects rejected and denied claims
- Participates in educational activities and attend weekly, monthly and quarterly staff meetings
- Maintains strict confidentiality and adhere to all HIPAA guidelines and regulations

Qualifications

- Education: High School Diploma, Associates degree or the equivalent of 5 years' experience
- Knowledge of Medical billing and collection practices
- Knowledge of computer programs
- Knowledge of business office procedures
- Knowledge of basic medical coding, terminology and third-party procedures and practices
- Ability to operate a computer and basic office equipment
- Ability to read, understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with patients, employees and the public
- Must be well organized and detail-oriented

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Personal Qualities:

- Neat and friendly appearance
- Good organizational and strong communication skills with the ability to interact with a variety of persons
- Understanding, courteous and professional at all times in contacts with patients, visitors, employees, and medical staff

Other Duties:

- Any other duties relating to the business operation of the medical practice that may be assigned by the physician or supervisor
- Assume duties of other office personnel when an absence occurs
- Other duties as determined by needs of the Billing Manager and Owner

Supervisory Relationship:

Reports to the Billing Manager, Company Administrators, and Owner