



Last Updated: 5/10/2011

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| JOB TITLE: | Medical Billing Specialist | POSITION CODE: | 30/CAB |
| DEPARTMENT: | CABS | FLSA STATUS: | Non-exempt |
| REPORTS TO: | Assistant Manager | HOURS: | Full Time (40 hrs/wk) |

ESSENTIAL FUNCTIONS:

This position is responsible for timely billing of insurance claims to insurance companies, state programs, patients, and other vendors.

ADDITIONAL RESPONSIBILITIES:

- Investigates reasons for non-payment of past due accounts and initiates corrective action such as collections or contacting the patient or insurer directly to ascertain account status.
- Reviews mail returns for correct information or final action.
- Answers patient billing questions.
- Works on Private Aging using the computer to identify affected claims that have not been processed within the prescribed time frame. Usually involves telephone/internet resources to seek claim processing status and research of identified claim issues.
- Updates trip/patient and insurance information into system.
- Performs other related duties as assigned.

QUALIFICATIONS:

High School diploma or equivalent plus 2 to 5 years of clerical experience, preferably in an Accounts Receivable function of an Insurance Department, or a combination of education and experience providing equivalent knowledge. Ability to calculate figures and amounts such as interest and percentages. Effectively communicate with internal and external customers. Ability to interact within a team environment and a diverse group of people. Strong negotiation skills. Attention to detail. Computer proficiency in MS Office Suite required.

Additionally:

- Basic computer knowledge and skills
- Excellent telephone etiquette
- Excellent organizational skills
- Prior medical experience desirable
- Able to work in a fast-paced work environment

NON-PHYSICAL DEMANDS:

Must pass pre-employment drug screening.

Qualified applicants may submit application and resume to the Human Resource Department before May 17, 2011.