

Job Title Medical Biller

Direct Supervisor's Title Billing Manager

FLSA Status Non-Exempt

JOB SUMMARY

Assure timely collection of balances and resolution of accounts receivable discrepancies. Follow up of outstanding A/R all payers and/or including self-pay and including resolution of denials. Ability to research and resolve accounts to be worked to maximize reimbursement.

DUTIES

ESSENTIAL FUNCTION	Duty
<input type="checkbox"/>	Understanding of the A/R process.
<input type="checkbox"/>	Understanding of CPT, ICD 10, Edits and modifiers.
<input type="checkbox"/>	Work denied and unpaid claims to secure payment.
<input type="checkbox"/>	Understanding of Charge Entry and the impact of claims going out "cleanly".
<input type="checkbox"/>	Ensure Compliance with all relevant State and Federal laws.
<input type="checkbox"/>	Assist in the development of processes and procedures for accounts receivable as needed.
<input type="checkbox"/>	Respond to all client and business partner tasks to resolve A/R as needed.
<input type="checkbox"/>	Strong understanding of NYS Workers' Compensation Insurances. Knowledge of local, state and federal insurances.
<input type="checkbox"/>	Process insurance payments, speak to insurance denials and under-payments.
<input type="checkbox"/>	Process patient payments over the phone and answer patient phone calls.
<input type="checkbox"/>	Capable of meeting daily deadlines.
<input type="checkbox"/>	Process insurance refund requests and insurance credits as needed.
<input type="checkbox"/>	Assumes other responsibilities as requested.
<input type="checkbox"/>	
<input type="checkbox"/>	

QUALIFICATIONS

1. Education Requirements

Some college preferred

2. Experience Requirements

Minimum 2-3 years Billing and Aging experience.

Minimum 2-3 years Workers' Compensation experience.

3. Skills and Competencies Requirements

Excellent communication and customer service skills required. Must be able to multi-task and desire to work in a fast-paced, team-oriented environment.

PHYSICAL ACTIVITY

Requires sitting and standing associated with a normal office environment. Manual dexterity needed for telephone and keyboard operation

WORK ENVIRONMENT

Work is performed primarily in an office setting with light to moderate noise levels

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, skills and working conditions may change as needs evolve.