



JOB DESCRIPTION	
Job Title: Billing Specialist I	FLSA Status: Non-exempt
Date Revised: January 13, 2014	Job Code: BS

Job Purpose/Summary

Under the direction of the Account Manager, the Billing Specialist performs a wide variety of duties to ensure medical transportation claims are submitted in a timely and compliant manner. These tasks include, but are not limited to the following:

- Review patient medical records and supporting documentation
- Add required data elements to the account in RescueNet including ICD9 code, charges and billing narrative
- Follow up with insurance carriers on the status of past due accounts
- Contact patients, hospitals, attorneys and other parties to obtain insurance information
- Review claims that have been denied by insurance carriers and submit corrected claims or appeals as necessary.
- Ensure all tasks are completed according to Quick Med Claims policies as well as state and federal guidelines..

Minimum Qualifications

Education:

High school diploma or equivalent
QMC Compliance F10 certification

Experience:

Medical billing preferred, but not required

Knowledge, Skills, Abilities:

Must be able to type 35 wpm
Basic computer skills including ability to utilize multiple windows and programs simultaneously
Customer service oriented
Attention to detail and focus on quality
Organizational skills
Must display sufficient written and oral communication skills
Must have the ability to work in a fast paced environment
Must have the ability to work with minimal supervision

Essential Duties & Responsibilities

Demonstrates commitment to service excellence by ...

- Meeting or exceeding defined productivity standards of the position
- Responsible for properly notating accounts reviewed.
- Responsible for attaching necessary documentation within the system or to paper 1500's.
- Calling patients, facilities, insurances, and attorneys as needed to research claims.
- Verify patient's insurance information utilizing various resources such as websites, telephone, IVR, and provider CSR's when applicable.
- Generate and follow up on self-pay bills to patients for that portion of the bill not covered by third party insurance.

- Respond to patient calls related to billing inquiries and follow up.
- Work return mail and bad address accounts as needed.
- Obtain additional information from clients when needed, such as HIPAA forms, pre authorizations from insurance companies and physician medical necessity forms in order to submit third party claims.
- Create, review, and complete billing documents on Rescue Net by using dates provided on patient care reports, physician medical necessity forms and hospital face sheets.
- Review and submit finalized claims either on 1500 paper forms with supporting documentation or electronically.
- Review edits and rejections stemming from electronic billing and the correction and resubmitting of the same.
- Review denials making adjustments and/or corrections in order to resubmit claims for payment.
- File appeals when necessary in order to have a denial decision reversed.
- Submit 1500 forms to secondary insurance companies with required documentation such as explanation of benefit forms from primary insurance companies.
- Maintaining workflow to keep aging accounts at a minimum by following up on unpaid claims on a daily basis.
- Responsible for follow up on all assigned accounts that have reached collections to ensure they have been fully worked before turning them over to a collection agency.
- Process all insurance claim forms in accordance with Federal and State laws as well as departmental procedures.

Other Responsibilities

Performs other related duties as assigned.

Physical Requirements (with or without reasonable accommodation)				
	Rarely < 10%	Occasional < 33%	Frequent < 66%	Constant > 66%
Lifting: 0-20 lbs		X		
20-50 lbs	X			
50-100 lbs				
Over 100 lbs				
Reaching – Arms Extended				X
Reaching – Arms Overhead	X			
Standing		X		
Walking			X	
Sitting				X
Climbing	X			
Bending/Stooping		X		
Moving/Pushing/Pulling: 0-20 lbs		X		
20-50 lbs	X			
50-100 lbs	X			
Over 100 lbs	X			
Grasping/Holding with Hands		X		
Using Hands for Repetitive Movements				X
Using Feet for Repetitive Movements	X			
Speaking			X	
Seeing				X
Hearing				X

Extremes of Heat	X			
Extremes of Cold	X			
Driving	X			

The above duties and responsibilities designated as essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. The job description is not intended to be construed as a comprehensive statement of duties, responsibilities or requirements. Employees may be asked to perform other job-related functions that are not listed above.

HR Review/Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____