



JOB DESCRIPTION

| | |
|---|--------------------------------|
| Job Title: Senior Billing Specialist | FLSA Status: Non-exempt |
| Date Revised: January 13, 2014 | Job Code: SBS |

Job Purpose/Summary

Under the direction of the Account Supervisor, the Sr. Billing Specialist performs a wide variety of duties such as processing claims in a timely manner using data provided, organize medical records, account reviews, follow up by phone or email to insurance companies or patients, and making any corrections needed regarding claims. This is completed while upholding the regulations set by the company's standard and federal guidelines.

Minimum Qualifications

Education:

High school diploma or equivalent
 Associates degree preferred
 QMC Compliance F10 certification

Experience:

Two years of Medical billing equivalent experience or
 Management experience or Associates/Bachelor's Degree

Licenses, Certifications & Clearances

Ambulance Billing Certification from (PWW)

Knowledge, Skills, Abilities:

Must be able to type 35 wpm
 Microsoft Office and basic computer knowledge are essential
 Customer service oriented
 Time management and the ability to multitask are essential
 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 ...

- 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.
- 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.
- Verify patients insurance information utilizing various resources such as websites, telephone IVR's and provider relation CSR's.
- 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.
- Generate self pay bills to patients for that portion of the bill not covered by third party insurance.
- Maintaining workflow to keep aging accounts at a minimum by following up on unpaid claims on a daily basis.
- Follow up on 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.
- Respond to all patient inquiries related to billing.
- Facilitate training for the Billing Specialist/Billing Assistant.
- Works closely with the Account Support Supervisors and can act as a back-up when needed.

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: _____