



POSITION: Billing Clerk

DEPARTMENT: Business Office

REPORTS TO: Business Office Supervisor

JOB SUMMARY: This individual is responsible for accurately billing patients and insurance carriers as well as maximizing payment amount and turn-around time.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. Two years supervisory experience in a medical office.

ESSENTIAL SKILLS AND ABILITIES:

1. Qualitative Indicators

- a. Ability to handle patient phone calls compassionately and efficiently.
- b. Demonstrated ability to work well and get along with co-workers.
- c. Capacity to demonstrate loyalty to the practice.
- d. Initiative to complete projects.

RESPONSIBILITIES:

1. Resubmission of unpaid claims, for whatever reason, utilizing claim journals.
2. Response to billing phone calls and questions.
3. Daily charge entry.
4. Authorizations
 - a. Contacts insurance companies requesting policy and coverage limits, deductible amounts, and any pre-existing clauses on all surgeries or when coverage is in question.
 - b. Obtains approval for all emergency services from any HMO or PPO, whether contracted or not.
 - c. Obtains authorizations for any procedure requiring prior approval (usually those procedures in excess of \$200).

PHYSICAL REQUIREMENTS:

Hearing: Adequate to perform job duties in person and over the telephone. Speaking: Must be able to communicate clearly to patients in person and over the telephone. Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens. Other: Requires occasional lifting and carrying items weighing up to 10 pounds unassisted. Requires frequent bending, reaching, and repetitive hand movements (specifically keyboarding and writing), standing, walking,

squatting and sitting, with some lifting, pushing and pulling exerted regularly throughout a regular work shift. The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.