

Job Title Medical BillerDirect Supervisor's Title Billing ManagerFLSA Status Non-Exempt Date 2017**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"/>	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"/>	Understanding of NYS Workers Compensation Insurance a plus.
<input type="checkbox"/>	
<input type="checkbox"/>	

QUALIFICATIONS

1. Education Requirements

Some college preferred

2. Experience Requirements

Minimum 2-3 years Billing and Aging 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

WORK ENVIRONMENT

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