



Position Title: Billing Specialist

Description: Performs insurance billing functions, follow-up for clients and provide necessary support to providers and other staff.

DUTIES AND RESPONSIBILITIES

- Process medical insurance claims electronically and manually (primary and secondary).
- Answer phone calls from clients and insurance companies with courtesy, to assist with billing issues.
- Work medical insurance denials to resubmit for payment.
- Post patient charges and payments.
- Initiate and complete financial arrangements and monthly payment plans for outstanding client balances.
- Maintain knowledge of third party billing requirements.
- Communicate with providers and staff to achieve accurate coding and insurance processing.
- Maintain compliance with established departmental and organizational policies and procedures.
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or GED equivalent, office/clerical skills, data entry and computer applications.
- Three plus years experience in medical billing and collections preferred.
- Knowledge and understanding of ICD-10, CPT coding ideal.
- Working knowledge of accounting principles, billing practices, cash handling and collections. Insurance industry to include HMO and PPO requirements, insurance protocols, read and understand EOB's.