



BAY CLINIC INC

Billing Specialist

Department: Finance
FLSA Status: Non-Exempt
Grade/Level:
Work Schedule:
5, 8 hour days

Job Status: Full Time
Reports To: Revenue Cycle Manager
Amount of Travel Required: 20%
Positions Supervised:
None

POSITION SUMMARY

Responsible for various day-to-day patient account functions, including patient and third party billing, remittance advice and payment processing, problem resolution, collection letters, old balance review and patient inquiry. Provides information and/or resolves third party insurance coverage issues. Balances daily receipts. Provide assistance to staff and patients regarding billing issues and problem resolution in a courteous and timely manner.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Maintain current working knowledge of diagnostic and procedural coding, providing diagnostic and procedural codes to nursing staff as requested.
- Maintain working knowledge of third party payer programs and requirements.
- Identify, compile, abstract and code patient data, using standard classification systems.
- Assist with ongoing Accounts Receivable review process, including processing collection letters as scheduled and reviewing accounts for bad debt processing.
- Monitor claim payments and capitated payments and adjudicate payment errors.
- Manage all aspects related to timely filing of claims including correcting claim errors and re-filing.
- Resolve or clarify codes and diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings.
- Post medical insurance billings.
- Assist patients with resolution of account balance problems or discrepancies.
- Prepare statistical reports, narrative reports and graphic presentations of information for use by others.
- Review records for completeness, accuracy and compliance with regulations.

- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer.
- Release information to persons and agencies according to regulations.

POSITION QUALIFICATIONS

Competency Statement(s)

- Decision Making - Ability to make critical decisions while following company procedures.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Judgment - The ability to formulate a sound decision using the available information.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : Two to four years related experience

Computer Skills

Experience in Microsoft Windows environment preferred. Knowledge of medical office system, spreadsheet and word processing preferred.

Certificates & Licenses

Other Requirements

Current knowledge of ICD-9-CM and CPT-4 coding classification systems.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	N (Not Applicable)	10 lbs or less	N (Not Applicable)
Walk	N (Not Applicable)	11-20 lbs	N (Not Applicable)
Sit	N (Not Applicable)	21-50 lbs	N (Not Applicable)
Handling / Fingering	N (Not Applicable)	51-100 lbs	N (Not Applicable)
Reach Outward	N (Not Applicable)	Over 100 lbs	N (Not Applicable)

Reach Above Shoulder	N (Not Applicable)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

- N (Not Applicable) Activity is not applicable to this occupation.
- O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

WORK ENVIRONMENT

Predominantly an office environment with occasional field work in the clinic setting.

Prepared by: *Jane Spencer* Date: 5/8/12
Approval Signature: *[Signature]* Date: 5/8/12
Approval: _____
Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.