



## Billing Specialist

**Department:** Billing

**Reports to:** Billing Manager

**FLSA Status:** Non-Exempt/Hourly

**Revision Date:** 07/23/2018

### **Summary:**

As a Billing Specialist, you will be responsible for supporting the business office. This position requires knowledge of medical office billing processes, insurance contracts, physician billing for insurance and cash pay patients and overall knowledge of the billing office processes and procedures. Provide exceptional customer service and teamwork to those around you. Must have the ability to manage multiple priorities and demands, on time and in a calm manner.

### **Minimum qualifications:**

- 2 Years or more in Medical Billing
- Familiarity with CPT and ICD-10 is required

### **Knowledge, Skills, and Abilities Required:**

- Excellent Organizational skills and attention to detail.
- Excellent Written and Verbal Skills
- Must have computer skills, including familiarity with Microsoft Office applications (Word, Excel, OneDrive, and Outlook) and practice management software.
- ICD-10, CPT and modifier knowledge.
- Basic math skills
- Work well in a team setting

### **Duties and Responsibilities:**

1. Daily posting a variety of patient charges; posting payments received from patients, Medicare, Managed Care Plans, Commercial Insurances, and other health insurance carriers; reconciling payments posted; preparing billing adjustments and/or re-billing.
2. Follow-up on insurances denials or incorrect payment.
3. Work financial reports to target all claims
4. Perform Appeals and Reconsiderations.
5. Assists with incoming calls, tasks and inquiries
6. Makes corrections or adjustments on accounts as necessary
7. Work all assigned functions of the billing process for assigned insurance(s).
8. Speak to patients and insurance companies in a professional manner regarding their outstanding balances
9. Performs other duties that may be assigned.

**Safety:**

North Idaho Eye Institute enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions:**

Work is typically performed in an interior clinical office setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries and emotional states of mind.

**Acknowledgement:**

I have received, read and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

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Employee Signature

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Date

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Employee Name – Please Print