

Job Description
Billing Specialist

1. POSITION TITLE:
Billing Specialist
2. POSITION SUMMARY:
Assists with timely and accurate billing and claim submission to responsible third-party payers. Assures compliance with Medicaid, Medicare, commercial insurance, and all federal and state laws impacting health care. Conducts credentialing for new and existing clinicians.
3. DUTIES:
 - a. Assists billing manager with all billing functions, and oversees daily operations, including coordination with the office manager, billing manager, receptionists, and Owner to expedite the payment of accounts.
 - b. Assists billing manager with issues related to claim generations, clean claim ratios, rejected, and denied billings. Determined the accuracy of charge capture, missing charges, late charges, covered and non-covered charges.
 - c. Assists billing manager to ensure that all required information is attached to every billing form before submission.
 - d. Ensures appropriate and professional communication with payers and patients.
 - e. Serves as a resource to staff by answering questions, assisting with problems, and providing training, as necessary.
 - f. Ensures timely submission and acceptance of claims to all payers.
 - g. Identifies accounts not selected for billing. Review system generated billing, collections, and medical record abstracting reports to monitor weekly collections, billed and unbilled accounts.
 - h. Identifies underpaid accounts and notifies Office Manager and/or receptionists so collection can be attempted.
 - i. Stays up to date on requirements for each contracted insurance company and ensures compliance.
 - j. Reviews claims edit lists to monitor specific issues, as well as recurring issues and resolution.
 - k. Responsible for being knowledgeable of client rights and procedures governing them.
 - l. Familiarity with Insight Clinical Counseling and Wellness, LLC policies and procedures.
 - m. Observes all rules of confidentiality as it relates to client information, both internally and externally.
4. QUALIFICATIONS:
 - a. A minimum of two years of billing experience preferred.
5. OTHER INFORMATION:
 - a. Directly responsible to the billing manager and owner.
 - b. Applicable for employees and/or independent contractors of Insight.

By signing below, I acknowledge that I have received this job description. I understand these expectations and know if I fail to follow these, I may face disciplinary actions, including termination. I also agree to direct any questions to the Owner.

Employee/Contractor Signature: _____

Date: _____

Printed Name: _____

Billing Manager Signature: _____

Date: _____

Printed Name: Ashley Cibula