



PREMIER SURGICAL ASSOCIATES, PLLC

Job Description

BILLING AND INSURANCE SPECIALIST

SUMMARY OF DUTIES: Reviews insurance claims prior to filing.

REPORTS TO: Billing and Revenue Cycle Director

SUPERVISES: None

The job holder must demonstrate current competencies and experience applicable to the job position. **Education:** High School Diploma or GED

Requirements: Certificate/License: Medical Billing/Coding certification

Minimum 2 years' experience in a medical business office setting working with insurance companies, billing and collections.

JOB RESPONSIBILITIES:

- Reviews Insurance claim prior to filing for accuracy and completeness
- Reviews medical documentation to ensure all charges are captured and coded
- Identifies, researches, and ensures timely processing of billing errors and corrections
- Participates in random audits of medical records to ensure compliance with coding procedures and standards
- Other duties as assigned

Skills:

- Medical Terminology
- Basic Coding
- HIM
- Excellent time management and Organization skills

Knowledge:

- Medical Billing and collections practices
- Knowledge of practice management and other computer software as it relates to job functions

Abilities:

- Ability to deal courteously with patients, office staff and insurance personnel.
- Ability to communicate effectively and clearly, written and verbal.
- Ability to organize and prioritize tasks effectively, written and verbal.
- Ability to successfully pay attention to very detailed tasks and follow-up frequently.
- Ability to work effectively as a team member with physicians, CEO and other staff.
- Ability to type 45 wpm.

PHYSICAL/MENTAL DEMANDS:

<p>Lifting up to:</p> <input type="checkbox"/> 5 lbs. <input checked="" type="checkbox"/> X 20 lbs. <input type="checkbox"/> 40 lbs. <input type="checkbox"/> 60 lbs. <input type="checkbox"/> Over 60 lbs. <p>Pushing up to:</p> <input checked="" type="checkbox"/> X 25 lbs. <input type="checkbox"/> 50 lbs. <input type="checkbox"/> 150 lbs. <input type="checkbox"/> 250 lbs. <p>Manual Dexterity:</p> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> X High	Average % of time during regular shift devoted to:					
	Standing	Walking	Squatting	Sitting		
	<input checked="" type="checkbox"/> X 0-20	<input type="checkbox"/> X 0-20	<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20		
	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40		
	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60		
	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80		
	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> X81-100		
	Indicate % of time employee must perform each activity					
		0-20	21-40	41-60	61-80	81-100
	Repetitive Motion:					
	Right hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
	Left hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Right foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Left foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A	<input type="checkbox"/>				
	Bending:					
	to waist	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	to floor	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A	<input type="checkbox"/>				
	Reaching:					
	to shoulder	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A	<input type="checkbox"/>				
<p>Other: Vision should be correctable to 20/20</p> <p>Hearing should be within normal limits. Occasional stress related to workload and deadline goals. Must be able to view computer screens for long periods.____</p> <p>_____</p>						

Environmental/Working Conditions:

Normal office environment. Occasional evening or weekend work. Interaction with others is constant and interruptive. Frequent telephone contact with insurance companies and patients.

This description is intended to provide only basic guidelines for meeting job requirement responsibilities, knowledge, skills, abilities and working conditions may change as the need evolves.