

**MAVERICK COUNTY HOSPITAL DISTRICT
JOB POSTING**

M. Gaudin

JOB TITLE: BILLING CLERK
DEPARTMENT: BUSINESS OFFICE/ADMINISTRATION
STATUS: NON-EXEMPT
REPORTS TO: CFO/ Billing Team Lead

SUMMARY: This position provides skilled and specialized technical work in documentation and coding for medical billing. The position is responsible for the performance of tasks required to facilitate medical billing to include verifying benefits and determining pre-authorization procedures required by insurance companies, abstracting complex patient related data from medical records and coding of diagnoses and procedures using ICD-10-CM and CPT classification systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs a combination, but not necessarily all of the following duties:

1. Obtains medical records and charge fee information from patient care areas, i.e. office consults/procedures, surgical services, and inpatient care; contacts other facilities to obtain medical records and information needed in order to bill for services rendered.
2. Verifies billing materials for completeness to include abstracting and entering relevant medical and personal information from the medical record; checks documentation for required signatures; assures proper documentation in the medical record according to federal guidelines with the goal of submitting with zero errors.
3. Reviews charge documents for completeness.
4. Reviewing and interpreting of insurance explanation of benefits.
5. Codes diagnosis and procedure utilizing ICD-10-CM and CPT classification systems.
6. May interact with regulatory classification agencies and patients when clarification and additional information is needed for required documentation.
7. Daily entry of new charges for electronic batch submission.
8. Timely and accurate submission of denials, exceptions, and exclusions claims.
9. Respond to inquiries from insurance companies, patients, and providers.
10. Assist patients with account balance concerns and set up payment arrangements. Updates coding books with changes as accepted and published by regulatory agencies.
11. Attend training as need to comply with billing changes.
12. Works closely with front office, preauthorization clerk, medical assistance, and medical staff to maximize reimbursement.
13. Review monthly aging accounts receivable reports to follow up on unpaid claims aged over 30 days.
14. Meet regularly with Billing Team Lead and or designated supervisor to discuss and resolve reimbursement issues or billing obstacles.
15. If accredited and or certified in billing by an accredited Professional Coding Association biller will conduct staff training meetings and or staff educational sessions as requested.
16. Acquires pre-authorization on services to be provided to patients.
17. Performs other duties as assigned.

SUPERVISION:

Work is performed under the general supervision of the CFO/ Billing Team Lead or other designated superior as required and follows established practices and procedures in the performance of a majority of assigned duties. Routine work is performed independently. Completed work is reviewed for general accuracy, completeness and compliance with prescribed guidelines.

Given: Provides supervision of work assignments and tasks to Front Office personnel.

EDUCATION EXPERIENCE:

- High school diploma of GED, plus three years of related experience in medical records abstraction and coding, or
- Accreditation and or certification from a Professional Coding Association preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Have knowledge of ICD-10-CN and CPT coding classification systems, guidelines and rules. Have knowledge of medical records filing systems, knowledge of medical terminology and medical procedures. Knowledge of billing procedures and guidelines. Knowledge of digital filing systems, computerized records systems, and knowledge of charge formulas. Ability to work with personal computers, databases and practice management programs. Ability to retrieve images from electronic medical records. Possess communication skills to interact with physicians, patients, and staff. Ability to read and interpret documents such as safety rules, privacy and security rules, operating manual instructions and the ability to write routine correspondence and maintain patient confidentiality.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee must frequently lift and/or move objects weighing more than 5 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office environment as well as clinical areas. Incumbent may be exposed to odors or fumes while working. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will be working with children of all ages and adults of all ages in the office setting. The employee is frequently required to perform multiple tasks simultaneously, and to counsel and assist individuals from a variety of ethnic and socioeconomic backgrounds.