

Senior Medical Billing Specialist/Site Manager Job Description

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| Reports to: | Chief Finance Officer |
| Classification: | Exempt |
| Department/Site: | Finance/Canton |

Major Functions:

The Senior Medical Billing Specialist/Site Manager is responsible for the accurate billing of electronic and hard copy claims, creation of systems to ensure timely billing and oversight of other billing staff. Biller does full-cycle billing. Ability and knowledge of claims follow up is necessary. Biller will be responsible for pulling reports to identify billed and denied services to work the given accounts experience is a plus.

Essential Functions for Day to Day Responsibilities :

- Submit accurate electronic and hardcopy claims (new, resubmit and adjustments)
- Ensure any-rebills are worked with Timely filing guidelines.
- Pull reports of billed/not-billed and paid claims (have numbers prepared in weekly review with manager)
- Keep Supervisor informed of production of claim and problems interfering with claim submission
- Ability to follow up with various payors- okay with being on the phone as well as doing web-based follow up with payors
- Ability to communicate ideas with team and management for more difficult to solve claim
- Train Front Desk Staff
- Monitor and evaluate staff performance
- Schedule staff to meet operational requirements
- Implement and monitor office policies and procedures
- Ensure patient records are current and accurate
- Supervise patient scheduling
- Oversee registration of patients
- Supervise medical coding, medical billing and banking
- Communicate with patients regarding inquiries and complaints
- Ensure patient satisfaction
- Performs other work related duties as necessary.

GACFHC reserves the right to revise or change job duties, work sites and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Relationships: Directly responsible to the Chief Finance Officer, Chief Executive Officer, requesting organizational elements, department heads, receiving parties and vendors.

Educational/Skills: Bachelor's or Associate's Degree in a related field such as accounting or business is strongly preferred.

- Knowledge of medical coding, medical issues, and terminology are required.
- Knowledge of applicable regulations and state and federal laws.
- Computer skills including knowledge of relevant software
- Relevant Experience
- Knowledge of Sliding Fee Discount
- Knowledge of the Ryan White Cap of Charges

Key Skills and Competencies

- Planning and Organizing
- Communication Skills
- Attention to Detail
- Adaptability
- Customer Service Orientation

Mental Demands: Knowledge of basic management and health care operations. Demonstrate skills of written and oral communication, including coaching, counseling, planning, monitoring of operations and patient flow throughout the site(s).

Physical Demands:

Must continuously listen, visualize and have dexterity and eye-hand ability for grasping and speed work. Must frequently sit, squat, reach, use both right and left forearm rotation and walk. Must occasionally kneel, twist, have ability to grasp firmly, left and carry, push and pull in excess of 50 pounds.

I acknowledge that I have read this job description and I understand and accept the performance expectations described.

Signature of Employee

Date

Signature of Supervisor

Date