

## Job Summary

The Billing Specialist is responsible for accurate account receivable billing, secondary, tertiary and follow-up for all payers. Process appropriate billing every day. Responsible for confirming accuracy of charges, making sure all charges are dropping on bills and billing specifics, producing clean claims prior to electronic or mail submission for all insurances. Responsible for accurate and timely processing of electronic transitions and confirming the receipt of the transmission from the clearinghouse. Billing follow-up in the form of phone calls to third party payers, checking on claims receipt and processing status. Discussion of billing related concerns and questions with patients.

## Essential Job Functions

- Implements the departmental policies and procedures to ensure that billing is done efficiently, maintain appropriate accounting standards.
- Responsible for timely billing of patient accounts by timely processing, transmitting and confirming receipts of bill runs.
- Research and verify need for any re-billing necessary for any/all denied claims.
- Reviews remittance advice, determines problems causing rejections and denials and reports to Revenue Cycle Director.
- Sends tracer notices or calls for status of a claim to third party payers.
- Bills secondary and tertiary insurance as required.
- Reviews accounts receivable aging reports and work queues for accounts over 30 days, performing follow-up procedures to assure timely payment.
- Resolves billing issues involving patients, physicians, or hospital departments involving Revenue Cycle Director.
- Handles inquiries from carriers and patients regarding insurance claims and ascertains that they are answered correctly and in a timely manner.
- Responsible to recognize, adopt and handle all customer service encounters as recognized by Syringa Hospital & Clinics Core Values pertaining to an account.
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- Maintains a follow up procedure and working relationship with the HIM staff to facilitate timely billing of accounts.
- Maintains a complete understanding and command of computer applications as they pertain to the accounts receivable functions.
- Responsible to maintain working knowledge and be able to perform each appropriate system function with accuracy and efficiency.
- Responsible for maintaining quality assurance logs and information tracking as designed by the Revenue Cycle Director.
- Perform other duties as assigned.

## Requirements

### Minimum Requirements

- High school diploma with computer skills preferred
- 1-2 years of health care industry experience preferred

### Skills/Competencies

- Must be capable of handling multiple tasks quickly, calmly and professionally
- Excellent organizational, communication and customer service skills necessary
- Must speak and write articulately

## Summary

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Benefits:

-Medical/Dental/Vision

-Employer Paid Retirement

-Paid Time Off

-Long Term Sick Leave

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