



## **UROLOGY AUSTIN, PLLC JOB DESCRIPTION**

### **POSITION: BILLING SPECIALIST**

### **POSITION SUMMARY**

The purpose of this position is to assist in submitting all medical claims to the proper insurance party correctly, complete follow-up in a timely manner to ensure timely collection of all monies due the Practice.

### **JOB RELATIONSHIPS**

- Reports to the Billing Manager, CEO and physicians at Urology Austin
- Works in conjunction with providers, front office staff and billing staff to ensure complete and accurate billing procedures

### **EMPLOYMENT STANDARDS**

- High School diploma required, formal billing education preferred
- A minimum of two years of experience in a clinic or medical office environment
- Strong working knowledge of most insurance plans, including Medicare and Medicaid
- Strong knowledge of ICD-9 and CPT coding
- Basic computer knowledge of Windows operating system and programs, including Microsoft Excel, Microsoft Outlook, internet services and Microsoft Word.
- Excellent communication and verbal skills, ability to prioritize and interact effectively with all levels of management, staff, and physicians.
- Specific knowledge of ICD-9 verifications (Internal Classification of Diseases) as well as CPT (Current Procedural Terminology) codes

### **SPECIFIC RESPONSIBILITIES**

- Ensure claims are sent electronically and via paper every day
- Ensure rejections from clearinghouse and insurance company are resolved daily, within 24 hours of submission
- Generate aging reports monthly
- Follow-up on any and all unpaid medical claims via web inquiry, telephone inquiry to insurance companies

- Generate CMS 1500 forms, when necessary
- Ensure timely processing of all secondary claims, within 48 hours of primary insurance payment posting
- Maintain tickler files, claims, and follow-up.
- Maintain computer office notes for clear audit trail on every account worked.
- Update patient insurance information to guarantee correct insurance billing.
- Work delinquent reports after all correspondence is updated.
- Send via US Mail or fax bills, medical reports and patient notes to insurance companies to collect payments
- Print aging/delinquent reports, review and work accounts.
- Assist with other duties as assigned.

**SUMMARY**

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skill efforts or working conditions associated with this position. It is intended to be a reflection of those principal job elements essential for recruitment, selection and for making a fair job evaluation, and in establishing performance standards. Additionally, changes or revisions may be made to this document without prior notice or approval.

I agree that I have received a copy of this job description and understand the requirements of Billing Specialist.

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Name

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Date