



# Example of Hospital Billing Job Description

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Our company is growing rapidly and is looking for a hospital billing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for hospital billing

- Reviews unreleased claims daily in order to resolve and release to the payer
- Resolves requests in all designated billing queues in eRequest and CRT daily
- Completes secondary claim releases daily
- Documents Artiva collection system, eRequest communication system or Relay Assurance billing system related to activities completed for claim release
- Assist patients regarding billing issues as needed
- Resolve accounts receivable aging to secure constant cash flow
- Serve as the primary billing office contact to discuss and resolve issues with charging departments in the ministries, HIM, and physician offices (customers)
- Serve as a resource for Accounts Receivable (AR) Specialists when issues need to be escalated that involve resolution with customers
- Ensure appropriate use of adjustment codes and activity codes to allow for appropriate workflow and trending
- Proactively identify opportunities to improve business results and/or to alert business units of trends, anomalies or health plan rules and decisions that need attention

## Qualifications for hospital billing

- Analyze and document client's business requirements and processes

- Prior Medicaid followup experience
- Escalate unresolved issues appropriately and recommend solutions to minimize future problems
- Must meet primary productivity and performance standards
- Make appropriate decisions on account activity consistent with approved authority levels