



Example of Hospital Billing Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Be accountable for working accounts receivables for commercial or regulatory accounts, and/or for follow up or denials for patient accounts
- Serve as a role model for the values and mission of the organization
- Act as a backup for other Application Support team members and functions, as needed
- Assesses functionality within new application releases to determine operational and system impact
- Support day to day maintenance of HB system
- Anticipates and provides solutions to complex problems with the necessary priorities
- Utilize Epic to review and satisfy billing edits, charge information, private or government insurance benefits, and other related information from multiple billing and documentation servers (for multiple hospitals, clinics and insurance companies) while resolving account balances and removing barriers to cash flow
- Escalate unresolved issues appropriately, quickly and recommend solutions to minimize future problems
- Must be able to meet primary productivity and performance standards
- Report to the A/R Manager and aid in development of annual A/R goals

Qualifications for hospital billing

- Prior Medicare Follow-up experience for OR & CA
- Make task assignments for HB Team ensuring deadlines are met and proper processes are followed and documented in accordance to NYC HHC Implementation standards
- 4 or more years industry related experience in a healthcare or information services setting with IS or operational healthcare billing experience with a technical aptitude in a hospital setting
- Three (3) years of experience coding in professional coding in a large hospital or academic setting
- Experience in understanding and usage of computers, including the Microsoft Office Suite and preferably knowledge of billing/collections software, the ability to learn applications relevant to the position, required