



Example of Hospital Billing Job Description

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Our innovative and growing company is looking for a hospital billing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for hospital billing

- Assist in the development of written policy and procedure for key institutional risk areas
- Identify physician and hospital billing risk areas for which institutional policy would be appropriate
- Notifies payors of changes relating to providers (address changes, terminations, panel status)
- Organizes and maintains files on providers
- Prepares bills in the paper and/or electronic format designated by departmental and payor guidelines
- Reviews bills for accuracy, including proper diagnosis and procedure codes
- Documents billing activities in patient account records
- Prepares and reviews routine billing reports to ensure timely and accurate billing activity
- Participates in workflow design and understand how the system will impact end users
- Monitor claims payments for contract compliance

Qualifications for hospital billing

- RN with 5-10 years healthcare experience or Medical Record coder with 5-10 years hospital coding experience with certification
- Minimum Intermediate skills with Microsoft Access, Word, and PowerPoint
- Minimum of six years in programming and systems analysis within health care

- Previous medical billing experience (hospital, professional, DME, chiropractic, etc) strongly preferred
- Knowledge of all types of insurance plans
- The employment of the candidate hired for this position will be contingent on their agreement to complete the appropriate Epic module training and certification within a reasonable period of time as required for the position