



# Example of Hospital Billing Job Description

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Our company is growing rapidly and is hiring for a hospital billing. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hospital billing

- Work with payers to obtain accurate reimbursement and to help identify and correct fee schedule load errors or misinterpretations
- Provide timely, pertinent and accurate information to management for decision making and to payers for reimbursement corrections and resolutions under the direct supervision of the Manager, Payer Relations & Payer Integrity
- Serve as the primary department contact with customers (charging departments, HIM coding, or physician offices)
- Review insurance plan guidelines against the patient account and records to determine issues that delay claim from processing correctly
- Review requests regarding billing edits with input from customers
- Review escalated requests from AR Specialist, makes account corrections, or obtains input from customers for instructions to the AR Specialist
- Process charge credits and debits
- Evaluate late charges (adjustments vs billing)
- Research patient inquiries regarding services by confirming charges via medical records or direct contact with applicable customer
- Perform audits and address outcomes as appropriate, monitor the A/R and ensure that key performance metrics are met

## Qualifications for hospital billing

- Prior experience with Epic is preferred
- Strong knowledge/experience in hospital billing workflows and processes is

- Minimum Three experience as systems analyst, application specialist or equivalent business experience, preferred
- Successful involvement in re-engineering and implementing process improvement
- Basic working knowledge of key areas of the healthcare billing business
- Significant and successful project management exposure