

Example of Insurance Billing Specialist Job Description

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Our company is growing rapidly and is hiring for an insurance billing specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for insurance billing specialist

- Reconcile claim runs, create electronic claim files, and resolve errors
- Resolve claims editing issues and interact with third party clearinghouse or the claims scrubber vendor to produce clean claims
- Identify recurring billing errors and trends and report them to supervisor when necessary
- Conduct research / analyze coding errors, document billing issues / trends, and assist with problem solving and solutions
- Process credit balances due to regulatory payers
- Proactively collect active outstanding A/R from regulatory payers
- Contact insurance payers by either phone or online inquiry regarding unpaid hospital claims
- Review remaining balances on accounts after insurances have paid to determine appropriate next action
- Review denials by regulatory payers for entire claims or line items to determine if additional follow up is needed or assistance from other internal departments and forward to them as needed
- Ensures efficient processing of denials and appeals

Qualifications for insurance billing specialist

- Must be punctual with follow-ups
- Experience with medical claims submission

- Must have experience working in a scripted phone environment
- Must have 1-2 years of recent Customer Service experience in a call center environment