

# Example of Insurance Billing Specialist Job Description

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Our innovative and growing company is looking to fill the role of insurance billing specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for insurance billing specialist

- Ensure that Health Services Asset Management is in compliance with all state regulations relating to insurance, bankruptcy, probate and liens
- Treat payors and patients with respect protecting their privacy
- Take initiative to secure payment or resolve account balances
- Resolve exceptions to ensure the proper flow of accounts through the collections process
- Potentially processing commission payments as well
- Act as a representative of PBD and proactively contact insurance carriers regarding reduced or denied reimbursement and ensure patient insurance information is accurate
- Retrieve various types of medical documentation and develop, submit and track appeals to carriers, per department procedure
- Review and analyze all incoming explanation of benefits and adjust patient' accounts to reflect the carrier decisions on the patient's statement
- Make work assignments to team members and track completion of tasks
- Processes accounts daily in all assigned work queues in EPIC and ensures information is entered accurately in order to obtain claims for the appropriate payers

## Qualifications for insurance billing specialist

- Basic computer skills (MS Word and Excel), database, data entry and website navigation experience
- Comfortable working with numbers and spreadsheets
- Attention to detail and multitasking skills are a must!
- The member base is mainly retirees which requires patience and a positive attitude
- Knowledge of physician's billing and collection procedures, ICD10-CM and CPT codes and knowledge of Excel and Word