

Example of Insurance Billing Specialist Job Description

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Our growing company is looking 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

- Reviews returned claims and verifies correct data elements that will facilitate processing of the claim
- Work accounts in a thorough and accurate manner
- Appropriate action shall be taken on accounts worked
- Reviews correspondence and takes action as appropriate to update the patient account record, both current and historical, and insure the accurate production of claims
- Review and follow up on insurance accounts with outstanding balances
- Responsible to assess and process all correspondence to include EOB's for provided accounts claim research on insurance online portals as needed
- Capable to work denials from the billing clearinghouses such as Zirmed, Availity, and Exchange Healthcare
- Initiate and follow up on claim appeals after all other efforts for payment have been exhausted as merited by insurance company
- Identify and correct billing errors and convey these issues with the billing team complete cash application forms for the posting team in the event there are dates of services with incorrect posting information
- Review and prepare resubmission of claims for manual and/or electronic billing print and mail claim forms as necessary for account resolution

Qualifications for insurance billing specialist

- Ability to handle patient and organizational information in a confidential manner
- Ability to exercise independent judgment within scope of knowledge and responsibility
- Must possess a minimum of one (1) year of third party billing experience in a healthcare setting, preferably for Skilled Nursing Facility billing criteria
- Must possess the ability to prioritize duties and responsibilities
- Experience working with Direct Data Entry (DDE)