



Example of Medical Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of medical administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical administrator

- Prior authorizations from commercial insurance
- Must be comfortable representing agency at meetings, forums and on panels
- Obtain and maintain all documentation required by Center of Medicaid Services to support claim billing
- Point of contact to assist internal and external customers with inquiries related to specialized Medicare Part B and/or Medicaid billing
- Process and submit overpayment refund requests and on account credits as needed
- Collect past due invoices, negotiate payment plans and deduction settlements
- Work closely with Sales staff to resolve payment problems on assigned accounts
- Research debit and credit memos involving sales transactions, returns, payments, sales terms, and repairs for assigned accounts
- Use research results to ensure that offsetting items are cleared from accounts and to pursue payment from customers
- Analyze data to identify trends and report to Management

Qualifications for medical administrator

- Must have commercial insurance billing experience
- Must have Medicare and Medicaid billing experience
- Previous Managed Care commercial billing experience

- Excellent communication skills both written and verbal and internal personal and prioritization skills
- Must be highly organized and detail-oriented and have good time management skills