



Example of Medical Billing Specialist Job Description

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

Responsibilities for medical billing specialist

- Charges and Payment posting
- Sending claims to clearinghouse
- Follow up on patient and insurance claims
- Answer patient phone calls
- Maintain and release all-ship-verified claims for all third party claim
- Serve as back-up support in any administrative task needed for Occupational Health Clinic (OHC) operation
- Assist in coordinating outreach events and assist in preparation of materials
- Other duties may also be assigned by the OHC Operations Manager or EH&S Management
- Resolve errors and make claim edits assigned in work queue
- Follow work list prioritization of accounts as established by department policies and procedures for resolving accounts and/or submitting claim

Qualifications for medical billing specialist

- Knowledge of billing and payment policies of various third-party payers as they relate to ambulatory surgeries
- Preferred experience in collections and accounts receivables
- Complete A/R adjustments where permitted and appropriate
- Comply with and adhere to all regulatory compliance areas, policies and
- Constantly perform desk-based computer tasks, including use of a telephone
- Rarely stand, walk, reach or work above shoulders