



Example of Medical Billing Specialist Job Description

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

Responsibilities for medical billing specialist

- Processes all insurance provider's correspondence, signature, and insurance forms
- Follows up with insurance companies and ensures claims are paid/processed
- Resubmits insurance claims that have received no response or are not on file
- Works with other staff to follow up on accounts until zero balance
- Assists in error resolution
- Answers telephone, screen calls, takes messages, and provides information
- Serves as a member of the Front End Team
- Assists patients in completing all necessary forms, to include payment arrangements made with patients
- Maintains compliance with HIPPA laws for patient confidentiality
- Collect unpaid or partially paid claims on behalf of clients

Qualifications for medical billing specialist

- Assist department management as necessary
- Medical Billing Certification a plus
- A working knowledge of insurances
- All accounts receivable functions including accurate and timely capture of all charges
- Payments and adjustments
- Insurance pre-certifications and pre-authorizations