



Example of Medical Billing Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of medical billing specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for medical billing specialist

- Assures that all phases of processing client information are in compliance with HIPAA, PHI regulatory and related policies and practices
- Manages the entry of client information into the ERP system
- Responsible for the timely follow-up and collection of payments due to the organization
- Assists in the processing of insurance claims
- Completes all necessary insurance forms
- Transmits daily all electronic claims to third party payors
- Develop proficiency in processing the minimum number of requisition forms per hour within the 90-day probationary period of employment
- Process claims and invoices
- Submit accurate invoices to payer for products and services provided
- Determine quantities and prices for items billed

Qualifications for medical billing specialist

- Negotiating and collecting past due accounts
- Referring accounts to collection agencies
- Responsible for preparing and sending moderately complex correspondence and reports
- Answers telephones, responds to patients' accounts receivable inquiries
- 2 years' experience in a Medical/Healthcare Billing environment required
- 2 to 4 years of MEDICAL BILLING experience is a MUST