



# Example of Medical Billing Specialist Job Description

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Our company is growing rapidly and is hiring for a 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

- Codes the surgical procedures performed from the day before by the operative report or the surgeon's note in the patient chart
- Ensures that the electronic and hard copy billing is complete and sent on a daily basis
- Performs all data entry required for entry of patient payments and insurance payments into computer system
- Insures that all corrected information on the patient registration form is corrected in the computer
- Checks that accounts for proper debit and credit adjustments
- Follow-up with each center to obtain and complete coding on a daily basis
- Monitor online claims submission and correct any rejections
- Identify problems with online claims submission promptly
- Performs statistical analysis and other clerical duties as requested by the Business Office Manager
- Assists in the End of Month process

## Qualifications for medical billing specialist

- Must have 2+ years of healthcare billing collections and reimbursement management experience
- Able to manage accounts receivable activities and work with third party payers
- Proficient in Microsoft Office and able to learn other computer programs

- Familiar with health-care collection guidelines and practices
- Knowledge of insurance payment processing