



Example of Medical Billing Specialist Job Description

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Our company is growing rapidly and is looking for a medical billing specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for medical billing specialist

- Has knowledge of medical terminology likely to be encountered in medical claims
- Back up for Patient Account Representative/Collections
- Functions as a team member in the business office and assists clinical staff when necessary
- Prepare reports for management as requested
- Verifies successful import of claims from host system daily
- Timely submission of clean, accurate claims of all hospitals assigned either electronic or paper according to payer/hospital requirements and following specific state and federal guidelines per established procedures
- Works errors and halted claims daily
- Utilizes electronic software in all daily activities, documenting account daily following established procedures
- Promotes working toward paperless environment by identifying potential new electronic payors
- Ensures professional verbal and written communication with facilities, clients and co-workers following established guidelines

Qualifications for medical billing specialist

- Insurance claim filing, monitoring and follow-up, including appeals
- Ability to maintain speed and accuracy

- Ability to quickly learn medical billing software
- Proficiency in the operation of EMRs