

JOB TITLE – BILLING SPECIALIST

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Billing Services

SALARY Commensurate with Experience

FULL TIME POSITION - REPLACEMENT

POSITION DUTIES/RESPONSIBILITIES: Maintain a current knowledge of insurance carrier's claims filing policies and procedures. Verify patient eligibility for selected insurances, research and verify patient and/or insurance company refunds/recoupments. Adjust patients accounts to reflect changes in payment responsibility. Verify accuracy of information on paper medical claim forms and mail to selected insurance carriers. Research patient charges not automatically assigned to selected insurance carriers, make corrections and assign manually. Maintain patient accounts; give GHC program discounts and/or other adjustments as needed. Appeal service charges rejected by selected insurance carriers and resubmit amended claim forms. Obtain pre-certifications, prior-authorizations, or referrals for special provider services as needed. Verify motor vehicle or accident information with patient's insurance carrier. Assist insurance carriers to acquire supplemental patient information needed to process claims. Assist patients to understand fees for services and billing processes, making payment arrangements and finding financial assistance. Assist outside providers and vendors to obtain physician billing information. Maintain and/or create new payor and plans as needed

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent. College credit hours preferred.

REQUIRED EXPERIENCE OR SKILLS: computer literacy, knowledge of ICD-10/CPT coding, medical office billing and collection practices, federal/state/local financial assistance programs and 10-key calculator.

CONTACT: Joycie Pustejovsky at jpustejovsky@wacofhc.org