



## Medical Biller Job Description

**Job Title:** Medical Biller

**Position Description:** Our organization is seeking an experienced Medical Biller to work in our administrative office. The ideal candidate will have a strong, established background in medical billing, with the skills necessary to improve our current billing procedures and reduce A/R days. The successful applicant will work on a number of tasks requiring data analysis, in-depth evaluation and exercising judgement within the appropriate scope of practice.

### **Major Areas of Responsibility:**

- Submit billing data to insurance partners
- Completion of claims to payers in a timely fashion
- Track, research, correct and re-submit insurance claims as needed
- Implement, maintain and report on programs initiated by the practice
- Collects delinquent accounts by establishing payment arrangements with clients; monitoring payments; following up with patients when payment lapses occur
- Enhances billing department reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Other duties as assigned

### **Required Knowledge, Skills and Abilities:**

- Must be highly organized and detail-oriented
- Ability to work in a fast paced, rapidly changing environment
- Skill in working with a variety of cultures



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- Awareness of personal strengths
- Working knowledge of medical terminology
- Ability to work independently and collaboratively within a team environment
- Able to multi-task and meet tight deadlines
- Excellent problem solving skills

## **Education and Experience:**

- Associate degree required (Bachelor's Degree in Business or related field preferred)
- 2+ years' experience as a Medical Biller required, prefer 4+ years
- Proficiency with electronic health/medical records (EHR)
- Working knowledge of CPT and ICD 10 codes
- Experience with online claim management
- Previous experience in a mental health facility and/or private practice are desirable but not required

## **Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job, but is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.