**POSITION:**     Biller **REVISED:**May, 2018

**DEPARTMENT:** Patient Financial Services **APPROVAL:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION SUMMARY:**

Prepares all necessary forms for filing of 3rd party payers.

**POSITION ACCOUNTABILITIES:**

1. Accurately bills all applicable insurance payers via electronic billing system.

1. Accurately bills manually insurance payers that cannot go electronically.

1. Accurately bills secondary insurance payers after primary insurance pays.

1. Reviews patient account files/ billing information for discharged patients and ensures the accuracy, completeness of the documentation.

1. Identifies portion of the charges to be billed to patient’s insurance company and any self pay (cash) amount due by the patient.

1. Has working knowledge of UB04 and 1500.

1. Has working knowledge of Medicare, Medicaid and governmental regulations and billing procedures.

1. Completes UB04 or 1500 forms and forwards them to appropriate

3rd party payer.

1. Has working knowledge of the Medicaid identification system.

1. Prepares and maintains billing files and records (patient account record).

1. Receives/answers telephone inquiries regarding billing issues.

1. Performs other duties as assigned by departmental management.

1. Consistently strives to increase production through innovative techniques.

1. Adapts to change in workload as necessary, continually uses time to the department’s advantage.

1. Performs in accurate and timely manner in emergency situations when time is of the essence.

1. Willingly performs assignments outside scope of classification.

1. Has a sound knowledge of all departmental policies and procedures.

1. Maintains a thorough knowledge of the computer system as it pertains to Patient Billing.

1. Strictly obeys institutional policies and procedures.

1. Attends and participates in continuing education consistent with requirements.

1. Establishes good rapport with patients and visitors, respecting patients right to privacy and confidentiality of information.

1. Responds to requests in a friendly, cooperative manner.

1. Handles telephone requests with courtesy and accuracy.

1. Performs duties with minimal supervision.

1. Ensures all billing meets with all compliance rules and regulations.

1. Informs Manager of Patient Financial Services of any compliance issues.

1. Provides proper notification for absence or tardiness, is punctual and observes work schedule.

1. Does not abuse or take advantage of sick time.

1. Follows established policy for requesting leave.

**POSITION QUALIFICATIONS:**

**Minimum Education** High School Diploma

**Minimum Experience** One (1) year experience. 

**Required Courses/Training** 10 Key adding by touch, photocopy machine, computer, fax

machine.

**Required Certification/Registration** None

**Skills** Good communication skills both oral andwritten.  Good customer relations skills.

**Physical Demands** Prolonged sitting, extensive keying, some lifting of UB04 and HCFA 1500

claim forms approximately 20 lbs., standing to file one (1) hour per week. 

**Working Conditions** In doors at desk or PC.

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***Date                     Employee Signature                      Employee Printed Name***