



## MEDICAL BILLER JOB DESCRIPTION

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### Job Summary:

The Medical Biller is responsible for managing patient financial records, calculating charges, and maintains files of payments made for services provided for client facilities.

### Qualifications:

- Education: High school graduate or equivalent  
Graduate of a medical billing course preferred
- Experience: One year full time experience as a Medical Biller

### Duties and Responsibilities

The Medical Biller should understand his/her own limitations, seeking advice and assistance when necessary. Specific duties may include, but are not limited to the following:

- Checks to ensure that all necessary information for proper billing is recorded in patient files
- Prepares claims to submit to both primary and secondary insurance companies for payment on patient accounts
- Keys and transmits claims electronically to Medicare, Medicaid and insurance companies
- Contact insurance companies in an effort to collect submitted patient claims
- Resubmits information required by insurance companies in order to process claims
- Makes adjustments to the computer classification of claims to most accurately reflect the expected pay source
- May be required to acts as backup for insurance verification, collections and outpatient registration
- Adheres to all department/facility policies

### Essential Functions:

- Ability to communicate effectively both verbally and in writing
- Computer skills are essential
- Close attention to detail
- Ability to maintain accurate records pertaining to patient and/or account information
- Good analytical judgment and the ability to work under pressure
- Proven problem solving skills
- Consistent attendance is required to assure that the client facilities' needs and patient needs are met.
- To comply with all client facilities' policies, procedures and practices
- To comply with all policies and to uphold our standards of excellence while on assignment at our client facilities.

**Working Conditions:**

The Medical Biller must understand and accept the possibility of exposure to inside environmental conditions; changes in temperature, air quality and noise. There is also the possibility of physical injury/verbal abuse from an out of control patient and/or visitor.

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