



**Title:** Billing Specialist

**Reporting responsibility:** Ancillary Billing Coordinator

**Qualifications:**

**Education**

- Requires a High School Diploma or GED Certificate.
- College courses/continuing education (Medical Billing preferred)

**Experience**

- Prior Medical Billing Experience preferred
- Knowledge of billing software preferred (Ioll Rescue Net or AdvancedMD)
- Knowledge of medical billing practices
- Knowledge of basic medical coding
- Ability to effectively operate office equipment (multi line phone, computer, copier)

**Certification/Licensure**

- Medical Billing Certification preferred
- Maintain any current applicable licensure and/or certifications
- Ability to pass a full background check and initial and random drug/alcohol tests
- Ability to qualify for a Fidelity Bond

**Areas of responsibility:**

- Prepare and submit clean claims to various insurance companies
- Prepare and mail invoices to patients, contracted parties and others as needed
- Review reports for accuracy
- Report errors on reports, as necessary
- Answer questions from patients, insurance companies, contracted parties and others, as needed
- Perform daily billing tasks via computer including workflows
- Prepare and maintain reports for management
- Maintain strictest confidentiality; adhere to all HIPAA guidelines/regulations
- Remain updated in all insurance guidelines/regulations and company policies
- **Measurements:**
  - Ability to establish a positive, effective working relationship with multiple MCG departments
  - Ability to establish and maintain effective communications with customers & colleagues
  - Promptly notifies management of any found problem areas
  - Perform according to standards and goals