



P.O. Box 2490  
Marrero, LA 70073  
(504) 371-8960

**JOB TITLE:** Billing Specialist  
**DEPARTMENT:** Finance  
**REPORTS TO:** Billing Manager  
**FLSA STATUS:** Non-Exempt

**GENERAL SUMMARY OF DUTIES:** Provides patient account and reimbursement services for all units of the agency that requires third party and other billing related functions (with the exception of grants and contracts).

**SUPERVISION EXERCISED:** None

**ESSENTIAL FUNCTIONS:**

- Ensures accounts receivables (AR) records are maintained in a confidential manner and in accordance with standard accounting procedures.
- Maintains appropriate internal controls over accounts receivables.
- Ensures security of cash payments on accounts.
- Monitors accounts sent for collections and reimbursements from insurance companies and other third party payers.
- Keeps abreast of all reimbursement billing procedures of third party and private insurance payers and government regulations.
- Responsible for reviewing and distributing correspondence relative to the denial of insurance payment
- Communicate effectively with patients and insurance companies regarding payment policies and financial obligations
- Responsible for communicating with insurance companies, or other related entities regarding claims
- In conjunction with the Billing Manager, prepares reports, statistics and surveys related to billing, collections and reimbursements as needed.
- Responsible for reading, interpreting, and processing Explanation of Benefits (EOB) in a timely and efficient manner
- Responsible for reporting billing related issues to the Billing Manger
- Duties will include but is not limited to the following: processing claim denials, verification of insurance/claim status, resubmission of claims, follow up and maintenance of claims, patient assistance with billing issues.
- Other job duties as assigned by the Billing Manager.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** Certificate or diploma in Insurance Billing and Coding an accredited institution; or a minimum of five (5) years direct ambulatory or community health billing related experience and/or training; or equivalent combination of education and experience.

**KNOWLEDGE:** Knowledge of basic medical and insurance terminology is needed. Knowledge of computer and proficient software (i.e. Excel, Word, etc.) and internet use is required.

**LANGUAGE SKILLS:**Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**MATHEMATICAL SKILLS:**Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical solutions.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**Certification as a biller/coder strongly preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, with proper medical documentation/clearance, if applicable.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

This job description includes the major duties and responsibilities of the job but is not inclusive of every task inherent in the job. In addition, it may be occasionally necessary for employees to be assigned tasks not specifically covered by their permanent assignment. Employees will be expected to comply with reasonable requests from their supervisor.

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I have read and understand the job description for this position. I agree to abide by all the duties and responsibilities for the job including any reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

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Employee

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Date

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Billing Manger

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Date

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Human Resources Manager

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Date