

Connecting care with a culture of comprehensive wellness

Job Description

Job Title: Medical Biller/Coder

Department: Administration

Reports To: Director of Finance

Supervisory Responsibilities: Not applicable

Employment Category: Regular Full Time or Regular Part Time

FLSA Status: Non-Exempt

Salary Level: Based on skills/experience

Summary: Reporting to the Finance Director, the Medical Biller/Coder will be responsible for performing medical billing/coding and other clerical billing office duties. This includes but is not limited to: preparing third party insurance billing, tracking payments received, sending client statements, assisting with credentialing, and other clerical duties.

Biller Essential Duties and Responsibilities:

- Maintains strictest confidentiality; adheres to all HIPAA guidelines and regulations.
- Reviews provider coding in patient management system for accuracy.
- Prepares and submits clean claims to various insurance companies electronically.
- Follows up on claims pending in the clearinghouse and ensures they are accepted.
- Follows up on third party payer denials and resubmits claims with any corrections.
- Tracks insurance and client payments received and records in patient management system.
- Prepares, reviews, and sends client statements.
- Answers billing questions from clients, clerical staff, and insurance companies.
- Identifies and resolves client billing complaints.
- Ensures all providers are credentialed with insurances.
- Cross trains co-workers
- Completes all other assignments as directed by supervisor.

Medical Coding Essential Duties and Responsibilities:

- Maintains strictest confidentiality; adheres to all HIPAA guidelines and regulations.
- Reviews provider coding in patient management system for accuracy.
- Transition between ICD-9 and ICD-10
- Add codes, ICD-9/CPT/HCPCS
- Unlocks visits, monitor unsigned reports, consultations/encounters and notifications within the EHR system.
- Identifies errors, inconsistencies, discrepancies and/or trends and discusses the appropriate staff, and advises modification to meet regulatory requirements in EHR.
- Maintain certifications and CEU's as necessary
- Cross trains co-workers
- Completes all other duties as assigned.

Agency Responsibilities

- Attends meetings as requested.
- Performs other tasks as assigned by administration.
- Exemplifies excellent customer service with patients, visitors, and other employees; shows courtesy, friendliness, helpfulness, and respect.
- Demonstrates respect for the capabilities, different cultures and/or personalities of internal and external customers.
- Relates well and works collaboratively with all levels of staff in a professional manner.
- Alters plans/routines when situation requires and continues to perform without projecting stress/frustration that would adversely affect the work environment.
- Takes the initiative to proactively assist others without direct supervision and to resolve problems with other departments and co-workers.

Education/Experience: A high school diploma or general education degree (GED) is required. Completion of Medical Billing and/or Coding certificate program is required. Associates degree or two years experience preferred.

Required Qualifications:

- Proficiency in ICD 10 coding and CPT coding guidelines.
- Proficiency in Microsoft Excel and medical databases.
- Knowledge in billing requirements for Medicare, Medicaid, and other insurances.
- Knowledge in general office procedures including answering phones, directing calls, photocopying, faxing, etc.
- Ability to maintain filing systems.
- Ability to promote an alcohol, tobacco and drug-free work environment.

Preferred Requirements:

- Certified Medical Biller
- Certified Medical Coder
- Familiarity and/or experience working with the Native American Community at a local level; Respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American Community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: 12/6/17