

**OPEN CITIES HEALTH CENTER**  
**Job Description**

**JOB TITLE:** BILLING SPECIALIST

**JOB CLASS:** NON- EXEMPT

**JOB RESPONSIBILITIES:**

Claim/Encounter tracking through the payment process while working the patient accounts. Inputs data which includes charges, patient and insurance payments along with adjustments needed on patient accounts. Expected to balance charge and receipt batches daily.

Supervision Received: Reports directly to Business Manager and is also accountable to the Management Team.

Physical Demands: Work requires sitting for long period's time. Requires eye-hand coordination and manual dexterity necessary for working at a computer terminal for extended periods of time.

**DUTIES PERFORMED:**

- Patient co-pay and/or Sliding Fee patient collections
- Patient Sliding Fee registration and/or payment arrangements
- Receives and reviews charge tickets to ensure they are data entry ready.
- Sends any incomplete charge ticket back to the originator for necessary corrections.
- Enter payment information and makes necessary adjustments based upon reestablished guidelines.
- Logs and posts batches daily.
- Works on aging of accounts from current –90 day time period.
- Receives miscellaneous billing information/ mail and processes it accurately and appropriately.
- Answers patient phone calls, returns voicemail within a 24- hour period.
- Works insurance denials and resolve appropriately.
- Works aging reports for all insurance carriers including self pay accounts.
- Management, as needed, may assign other duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of medical and dental terminology.
- Able to handle work assignments in a timely manner.
- Ability to input information quickly and accurately.
- Ability to read, understand and follow oral and written instruction.
- Ability to establish, maintain effective working relationships with patients, payers, co-workers and the management team.
- Ability to work with minimal supervision.
- Type 40+ wpm, 10 key and computer knowledge a must.

**MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent, three years of billing and/ or collection experience. Previous experience in a healthcare environment is desirable.

I have read and reviewed the job description for the position of Billing Specialist. I understand the duties and responsibilities of the job, and agree to perform these functions to the best of my ability.

\_\_\_\_\_  
Billing Specialist Signature

\_\_\_\_\_  
Date