

Position Title: Medical Billing Specialist
Department: Billing
Reports to: Director of Billing
Category: Non Exempt
Status: Full-Time / Part-Time
Field: Office and Administrative Support
Created on: February 5, 2006
Last Revised: June 27, 2008
Salary: 9.00 – 12.00 USD / Hour
Hours: Monday to Friday from 8am to 5pm.

Position summary:

Obtain information from insured or designated persons for purpose of settling claim with insurance carrier.

Tasks:

- Contact insured or other involved persons to obtain missing information.
- Post or attach information to claim file.
- Prepare and review insurance-claim forms and related documents for completeness.
- Review insurance policy to determine coverage.
- Transmit claims for payment or further investigation.
- Candidate must be able to maintain precise and accurate notes and have great follow up while providing excellent customer service.

Skills:

- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- This position requires Medical Terminology, ability to understand and EOB, and basic computer knowledge (i.e. excel, word, outlook).

Attributes:

- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Expression - The ability to communicate information and ideas in writing so others will understand.

Experience and Education: Entry level 1-2 years; High School Diploma (or GED or High School Equivalence Certificate);

Contact Name: HR Recruiter

Contact Email: recruiter@psmedbilling.com