

# YOAKUM COUNTY HOSPITAL

## Denver City, Texas

### JOB DESCRIPTION

**Supervisor:** Business Office Manager

**Department:** Business Office

**Job Title:** Medical Insurance Biller

**Schedule:** Monday – Friday, 8:00am-5:00pm

**JOB SUMMARY:** Medical Biller is responsible for processing healthcare claims to ensure accurate billing and timely reimbursement from insurance companies and other payers. Duties include reviewing claims for accuracy, submitting primary, secondary, and tertiary claims to correct payers. Including following up on denied or unpaid claims, and resubmissions. Generating patient statements and invoices. Performs maintaining patient billing records and communicating with patients. Performs support duties in other Business Office functional areas. OSHA Bloodborne Pathogens Class III.

#### **JOB QUALIFICATIONS:**

- A. Education: High School graduate or equivalent.
- B. Personal Job-Related Skills: Typing speed of 45 wpm, operation of ten key adding machine/calculator. Familiar with operating personal computers, familiarity with Medicare and Medicaid claim processing procedures.
- C. Licensure, Registry or Certification: None required.
- D. Experience:
  - 1. Prior Work Experience: Previous clerical experience with medical terminology and insurance background preferred.
  - 2. Technical Training: None required.

- E. Physical and Mental Requirements: Duties of the position require intermittent walking, sitting, and standing. Some bending, stooping, and reaching is required with the lifting of items up to a weight of 40 pounds. The ability to comprehend and follow routine written or verbal instructions or directions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Ensure claim information is accurate and complete.
- B. Request any missing information.
- C. Processes insurance claims both paper and electronic claims.
- D. Answers telephone and correspondence.
- E. Confirm patient benefits and insurance.
- F. Checks account charges for accuracy.
- G. File and maintain organized documentation of all billing records.
- H. Performs support duties in other Business Office functional areas.
- I. And other assigned duties.

**OTHER SIGNIFICANT REQUIREMENTS:**

- A. External contact on a daily basis.
  - 1. Communicates with external contacts on a daily basis, such as, insurance companies, patients and patient's families.
  - 2. Communicates occasionally with state and federal agencies, hospital auditors.
- B. Maintains HIPAA required and all other confidentiality while working with confidential matters on a daily basis.
- C. Provides service direct to patients while maintaining a positive customer relations atmosphere.

D. Performs duties in related department functions as directed by the Administrator or Department Supervisors.

**OTHER SIGNIFICANT REQUIREMENTS cont.**

E. Follows safety guidelines and policies for the Hospital.