

## JOB DESCRIPTION

**Title:**                    **Billing Specialist**

**Requirements:**        Business school and/or related educational experience. Minimum of 2 years Account Receivable/Payable experience in the Health Care Industry. General knowledge of Insurance Plans. Computer and Billing Software programs experience. Excellent written and communication skills.

**Accountability:**       **Billing Manager**

**Responsibilities:**

1.     Track, monitor and report on all receipts and submit to Billing Coordinator for concurrence.
2.     Ensure correct coding for each client encounter, using the current CPT, ICD-9 and HCPCS code books, while also making sure to code properly HCFA's regulations for Medicare.
3.     Responsible for weekly electronic claim submission of specialized clinical programs.
4.     Review all Insurance Remittances for follow up with non-payments and resubmit when necessary.
5.     Track and allocate all Insurance Remittances in preparation for Monthly Reporting of financials.
6.     Responsible for ensuring all paper invoices are completed and submitted in timely matter.
7.     Remains up to date on insurance policies along with any agency billing procedures
8.     Perform other related duties and functions as requested by the Billing Coordinator

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Billing Specialist

Date

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Billing Manager

Date