

## **BAY STATE MEDICAL, INC.**

### **JOB DESCRIPTION**

Revised (09/21/05)

**Job Title:** Medical Billing Representative II

**Department:** Accounts Receivable

**Reports to:** Accounts Payable/COO

### **QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. High school diploma or equivalent required. Previous collections/billing experience preferred.

### **OVERALL RESPONSIBILITY**

1. Posts payments and denials to accounts according to the line of service and service dates to ensure accurate payment status and accurate account activity.
2. Transfers bill to secondary payors, if applicable.
3. Reviews EOB's for problems.
4. Review high revenue wheelchair claims to ensure payment.
5. Reconciles payments posted to total deposits daily.
6. Posts adjustments and write offs to appropriate accounts.
7. Tracks checks returned from bank.
8. Prepares and approves insurance/patient refund requests.
9. Prepares and distributes aging reports to medical billing representative, as appropriate.
10. Prepares daily submission and invoicing reports and processes electronic billing.

11. Coordinates collections activities for delinquent accounts by preparing and submitting necessary documentation to collection agency.
12. Maintains accurate and complete records concerning collection activity on all accounts.
13. Prepares all monthly sales reports for management.
14. Performs monthly web update.
15. Keeps management informed of areas of concern and problems identified.
16. Performs other duties, as assigned.

### **PHYSICAL AND ENVIRONMENTAL**

- The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.
- While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

### **CONTINUED EDUCATION**

- Stay current with the latest technology in the industry
- Attend in-services as required
- DME Train