

BAY STATE MEDICAL, INC.
JOB DESCRIPTION
Revised (09/21/05)

Job Title: Medical Billing Representative

Department: Accounts Receivable

Reports to: Accounts Payable Supervisor

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 general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

GENERAL RESPONSIBILITY

Coordinates all patient and insurance billings for the medical facility.

OVERALL RESPONSIBILITY

1. Contacts patients regarding outstanding balances.
2. Establishes payment plan to help patients manage payment of bills.
3. Sends delinquent accounts to collection agencies.
4. Processes insurance payments to patient accounts in computerized system.
5. Creates and mails insurance claims and patient statements.
6. Rebills insurance companies or other third parties to secure payment for patients.
7. Trains appropriate personnel on computerized billing system.

8. Responds to patient billing and statement inquires.
9. Makes recommendations to management for write-offs.
10. 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.

CONTINUED EDUCATION

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