**Reports To:** Billing Manager

**Job Summary:** The Billing Researcher is responsible for the creation and maintenance of patient demographic and fiscal reports and for all [CHC] billing and reconciliations.

Function as part of administrative team representing the billing and data collection function of [CHC].

**Essential Duties and Responsibilities:**

* Insure that each patient’s computer file has all required information.
* Monitor and insure that billing, payments and patient data are current and accurate.
* Input into clinic computer system all treatment and billing activity that occurs.
* Credit and Collections, including Self Pay, Third Party, Collection Agency, Bankruptcy Court and Probate Courts.
* Keep aging notices sent to patients current.
* Complete knowledge in billing Medicare, Medicaid and Care [State] Billing and Research.
* Experience in Billing Private Insurance, Third Party, MVA and Workman’s Compensation Billing and Research.
* Experience with Insurance Posting Payments, EOB’s and Remittance.
* Understanding of Claim Runs and Claim Remittance.
* Proficiency in English, both spoken and written.
* Ability to process encounter/financial data on spreadsheet and process timely reports.
* Knowledge of FQHC/RHC
* Ability to navigate within McKesson/Epic System, Ingenix System, IVR and MMIS.
* Handle protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**HIPAA Requirements:** The billing researcher will have access to PHI in the course of his/her duties. The billing researcher uses PHI for all aspects of billing, patient’s accounts and communications with insurance companies. Applying the minimum necessary standard of HIPAA, the designated record sets to which this employee will have access to: all information in the practice management system, the full medical record, end of day reports from the practice management system, encounter forms, all communications from insurance companies, all collections information.

**Knowledge, Skills, and Abilities Required:**

* Proven knowledge with a wide range of medical office billing procedures and forms.
* Proven skill in general office machines, including use of computer for patient data and billing.
* Ability to provide reports, billings and necessary data in a timely fashion.
* Ability to communicate effectively with patients, co-workers, insurance company personnel and governmental billing personnel.
* Willingness to support own team members to accomplish daily activities.

Willingness to support colleagues in other areas to accomplish common goals.

**Education and Experience Required:**

* High School Diploma or equivalent
* Past experience in a billing or financial position

**Physical Requirements:**

* Sitting: - 90%
* Standing: - 10
* Stooping: - 10%
* Reaching: - 10%
* Use of computer: - 90%
* Lift up to 25 lbs.