**Overview:** Under the general direction and supervision of the Accounting and Billing Supervisor, this position performs patient billing processes, to include, but not limited to, billing and third party payer filings, review of superbill or electronic equivalent, review and reconciliation of invoices for patient related ancillary services, etc.

**Minimum Qualifications:**

**Education:**High School Diploma or Equivalent. Certification through American Health Information Management Association or its equivalent is preferred.

**Experience:** Two years of experience in medical coding in a healthcare setting required. Demonstrated experience with electronic health records and practice management systems. Medical coding in a community health center setting preferred. Cultural competence in working with diverse populations.

**Essential Functions**:

1. Serves as ambassador of [CHC] with all patients, vendors, etc.
2. Reviews superbill or electronic equivalent for accuracy and completeness in coding and charging.
3. Enters patient fees and codes into practice management system.
4. Runs and verifies Daily Close/End of Day reports.
5. Receives, processes and posts hospital charges.
6. Processes patient statements.
7. Processes patient third party billings.
8. Maintains patient accounts and billing files and scans billing documents into practice management system as appropriate.
9. Assists with investigating, processing and resubmitting patient third party explanation of benefit statements.
10. Determines and processes patient fee adjustments.
11. Responds to questions concerning patient accounts.
12. Monitors patient account receivables and identifies and refers delinquent accounts to Patient Account Specialist.
13. Reviews and reconciles invoices for patient ancillary services (laboratory, radiology and pharmacy).
14. Remains current with standards of health care billing and coding practices.
15. Complies with center’s policies and procedures.
16. Operates specialized office equipment.
17. Participates in continuous quality improvement activities.
18. Other duties as assigned by the Accounting and Billing Supervisor.

**Knowledge, Skills and Abilities**

* General accounting skills.
* Knowledge of CPT and ICD-9 codes and use of automated information management system software.
* Technically proficient computer skills.
* Thorough knowledge of common office equipment (copier, fax, printer, etc.).
* Excellent oral and written communication skills.
* Ability to organize and prioritize tasks.
* Ability to work under pressure and meet deadlines.
* Strong analytical, attention to detail and problem solving skills.
* Ability to work independently and as a team member.

**Supervision**: This position has no supervisory responsibilities

**Immediate Supervisor**: Accounting and Billing Supervisor; in his/her absence,Chief Finance Officer.

**Physical Demands/Working Conditions:** General office/clinic conditions are pleasant; good, clean working conditions where accident and hazards are negligible; requires short periods of moderate lifting, pushing or pulling objects up to twenty pounds. Clear diction and acute hearing are necessary for effective communication with the staff and public.

**OSHA Classification Category III:** Tasks that do not involve exposure to blood, body fluids and tissues and the worker can decline to perform tasks which involve perceived risks without retribution.