



IDAHO SPORTS MEDICINE INSTITUTE™

## Job Description

**Billing Specialist**

**Full-time**

**On-Site**

### Overview

Assists and serves patients, medical providers, and other staff in fast-paced orthopedic sports medicine clinic to provide professional and courteous care to active patients of all ages.

### Requirements

Must be at least 18 years of age with a minimum 2 years medical office or medical coding/billing experience.

Able to use clinic practice management and electronic health record software and have a working knowledge of Microsoft Word and Excel.

Orthopedic medical terminology preferred.

Abide by HIPAA guidelines at all times.

### Essential Functions

Handles patient inquiries and answers questions from staff and insurance companies.

Identifies and resolves patient billing problems.

Posts and reconciles all payments from daily mail, credit cards, and EFTs.

Insurance denial and follow-up management.

Process medical records requests regarding billing and appeals; surgeries, physical therapy, office visits, injections, DME, etc.

Coordinates collection process, transferring appropriate accounts to Account Billing Services.

Manage credit balances, preparing patient and insurance refunds.

Coordinate with BSU regarding athlete insurance billing.

Manage bi-monthly statement process.

Update addresses from USPS report.

Submits clean and corrected claims to third party payers, either electronically or by paper.

Performs other duties as assigned.

### Job Information

Days: Monday - Friday

Hours: 8 hour shift, between 7:00am- 6:00pm

Starting Salary: \$16.00/hour, DOE

### Reports To

Billing Office Manager

### Billing Specialist

Work requires strong analytical skills as well as attention to detail and accuracy.

Must be able to work both independently and as part of a team.

Capability of making timely, independent decisions.

Must be able to maintain good working relationships with patients, physicians, clinicians and administrative staff.

### Working Conditions

While performing the duties of this job the employee is occasionally lifting/carrying up to 20 lbs. The employee is also occasionally pushing/pulling up to 20 lbs. The noise level is occasionally moderate, and frequently quiet. Work includes sensory ability to talk and hear. Work in this position also includes close vision, distance vision, peripheral vision and depth perception. Employee will sit, stand, walk, reach and grasp. The work environment will include inside conditions.