

Job Description

TITLE: Medical Billing Project and Follow-Up Specialist

FLSA STATUS: Non-Exempt

Company: PractiSynergy is a full-service medical billing company providing services to a wide range of medical specialties. Based in the Heartland, we have built our reputation on excellence and integrity and will always act in a professional and legally compliant manner.

General Summary: This position will ensure healthcare providers are paid for medical services rendered. This position is responsible for the accurate flow of medical billing information and patient data between healthcare providers, patients and third-party payers.

Mission: We collaborate with healthcare providers to develop and maintain financial strategies to foster growth and stability for their practice.

HIPAA Security Compliance: Incumbent has access to restricted or confidential patient information and must comply with HIPAA privacy policy.

Responsibilities:

- Serve as liaison between providers, payers, and patients in regards to payment collections
- Research denied CPT codes with comparison to LCD/NCD requirements
- Effectively identifies trends that may inhibit timely payment
- Reviews outstanding accounts receivable and contacts insurance for reimbursement explanations
- Effectively draft and consult on appeals for disputed and denied claims
- Understands lifecycle of primary and secondary claims
- Verification of Insurance benefits if missed by front office

Education: Minimum Associate's degree *preferred (not required)*, ideally in medical coding, medical billing or health information management or equivalent work experience

Work Experience:

- Minimum 1-3 years medical billing required
- Knowledge of HCFA 1500 and/or UB04 forms
- Experience working with ICD-10, HCPC and CPT Codes
- Working knowledge of medical insurance & medical terminology
- Adaptable to various kinds of billing software
- Strong communication skills (written and verbal)
- Collaborative team player who works well with cross-functional groups
- Adaptable to different projects and clients

Physical Activity Requirements: (Constant 67-100% of workday, Frequent 34-66% of workday, Occasional 33% or less of work day)

CONSTANT

- Sitting

FREQUENT

- Talking or listening/hearing
- Fingering – typing on adding machine or calculator

OCASSIONAL

- Standing and Walking

PHYSICAL DEMAND REQUIREMENTS:

- **Sedentary Work:** Sedentary work involves sitting most of the time. May exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- **Visual Acuity Requirements:** Work involves use of computer, extensive reading, preparing, and analyzing medical and payer information
- **Intellectual/Emotional Requirements:**
 - The ability to maintain a high standard of courtesy and cooperation in dealing with client, co-workers, and visitors
 - Tolerance of Stress and the ability to take personal initiative to help the team and have strong self-confidence.
 - Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure

TOOLS/EQUIPMENT:

- PractiSynergy will provide other standard tools necessary to complete duties

WORKING CONDITIONS: The employee is not substantially exposed to adverse environmental conditions

REPORTING RELATIONSHIPS: Manager of Provider Billing or Medical Billing Team Lead

The above is intended to describe the general content of and requirement for this job. It is not intended to be a complete statement of duties, responsibilities or requirements.

APPROVALS:

Company Signature

Title

Date

Employee Name / Signature

Date

Qualifying Questions

1. How many years of medical billing experience do you have?
2. What payers have you billed for?
3. What types of service bill on the UB04 and which types bill on the 1500 claim forms?