



Tower Clock Eye Center

Medical Billing Specialist

General Description:

The Billing Specialist performs a variety of financial and non-financial tasks in order to help guarantee the company's revenues. A high degree of organizational ability is essential due to the great amount of financial information. Since you will be using technology to expedite your work, a degree of computer knowledge is required. Besides experience with computer software, knowledge of medical billing, medical coding procedures and medical terminology will be beneficial.

Summary of Responsibilities/Duties:

- Monitor company's aged reporting (AR) and work through claims unpaid over 30 days.
- Specifically working with insurance companies to dissolve discrepancies and/or billing rejections.
- Verify discrepancies and resolve patients' billing issues.
- Conforms to all company policies and procedures including punctuality, attendance and dress codes.
- Demonstrates flexibility in job assignment.
- Takes pride and ownership in success and image of Tower Clock Eye Center.
- Demonstrates initiative in accomplishing practice goals.
- Uses excellent guest relations skills in all interactions with patients, visitors, and staff.
- Greets patients promptly and professionally. Builds sustainable relationships of trust through open and interactive communication and by going the extra mile.
- Resolve problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems to appropriate person when needed.
- Maintains patient confidentiality at all times and communicates with the compliance officer regarding procedural changes and concerns.
- Participates in professional development efforts to remain current in professional knowledge.
- Cooperates and communicates with all staff members and physicians about patient matters. Provides management with perception of physician office practice services.

Duties and responsibilities may be added, deleted, or changed at any time at the discretion of the management, formally or informally, either verbally or in writing.

Minimum Education Requirements:

- High school diploma or GED

Minimum Background Requirements:

- Previous experience or training in this or similar position.
- Experience in a healthcare setting preferred.

Minimum Demonstrated Skills

- Solid understanding of basic bookkeeping and accounting payable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Data entry skills along with a knack for numbers.
- Customer focus with adaptability to different personality types. People skills/Building relationships/Interpersonal Savvy (Friendly/Outgoing)/Problem solving.
- Demonstrated excellence in communication skills with a high focus on active listening.
- Requires a high level of accuracy, thoroughness (attention to detail).
- Requires the ability to work cooperatively as a team member with a variety of personalities in a professional and mature way.
- Ability to function well in a fast-paced, team environment performing multiple, sometimes complex, tasks.
- Demonstrated excellence in leadership and organizational skills with the ability to effectively convey ideas and information.
- Requires strong skills in operating computers, various software programs (practice management, electronic health records), data entry, word processing software, fax machines and copier machines.
- Desire to further knowledge by attending continuing education to maintain professional knowledge.
- Willingness and desire to learn by instruction from coworkers and physicians.

Physical demands

- Must be able to sit for long periods during the day
- Must be able to communicate clearly and concisely via the telephone
- Must be able to view and type computer data
- Must have manual dexterity

The Americans with Disabilities Act requires that reasonable accommodations be made for qualified individuals to help perform the required duties and tasks of the position. Please let us know at the time you apply for a position if you will need any special accommodations.

I have read and understand my job description.

Employee Signature

Date