



## CLASS SPECIFICATION

Class Code: 60018551  
Date Established: 07/2018  
Last Reviewed: 06/2024  
Last Revised: 06/2024  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### MEDICAL BILLING SPECIALIST

#### **DEFINITION**

Under direct supervision, reviews, submits and follows up on medical insurance claims in order to receive payment for services; and performs other related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time medical billing experience, which includes proficiency working in electronic health record systems, CPT and ICD-10 coding, posting payments and clinic billing; OR an equivalent combination of related training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive, review and enter client information into electronic health record; verify insurance coverage.

Scrub and submit electronic and paper billing claims to Medicaid, Medicare and private insurance companies for health care services.

Receive payments, reconcile with remittance advice and verify/post all payments into electronic health record system daily.

Reconcile EFT, check and credit card payments with payment postings and reports.

Prepare daily deposit.

Resolve claim denial issues promptly to help ensure timely payments.

Provide timely notation of action on Accounts Receivable items.

Initiate collection of account balances, locate and collect past due accounts, and establish payment plans with clients.

Communicate effectively with clients concerning bills; identify and resolve client billing complaints.

Communicate effectively with representatives from insurance companies (Medicare, Medicaid and private insurance) concerning claims.

Review electronic health record encounter note to verify charges submitted to the electronic superbill (ESB) are accurate and add modifiers as needed.

Maintain and update manual and/or electronic file/record systems, mailing lists and other specialized record keeping systems.

Identify and prepare office records and files for archival or disposal in accordance with department policies.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Electronic health record system used by department.

Departmental policies, procedures, organization and functions.

Terminology, acronyms, laws, rules and regulations pertinent to assigned department.

Management information systems and software specific to assigned responsibilities.

#### **Ability to:**

Interpret and apply pertinent laws, codes and regulations related to functional area.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Operate office and any other equipment unique to assigned department, including computer software applications, spreadsheets, databases and email.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

ICD-10, HCPCS and CPT coding.

Medical terminology and coding requirements.

Techniques and practices of medical billing.

Data entry and verification procedures.

Record keeping principles and practices.

Professional office procedures, practices and methods.

Microsoft Office and a variety of computer software.

Grammar, punctuation, spelling and proper English usage.

#### **Ability to:**

Read and interpret insurance remittance advice.

Collect, verify and enter data; present information and data in report format.

Prioritize work to ensure established timelines are met.

Follow directions and carry out projects independently.

Identify problems and find solutions.

Effectively process error free data entry.

Communicate effectively, both orally and in writing.

Maintain confidentiality of information encountered in the course of work and adhere to all HIPAA guidelines/regulations.

Establish, foster, and maintain effective working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment and/or clinic environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones and FAX machines.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*