

## Job Description

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**TITLE:** Billing Representative

**REPORTS TO:** Branch Manager.

**SUPERVISES:** NONE

**EXPECTATION OF WORK HOURS:** Full Time

### **DUTIES/RESPONSIBILITIES:**

1. Comply with all applicable Company policies and procedures.
2. Responsible for billing private insurances, private individuals and/or Government entities for home medical equipment.
3. Responsibilities include billing, collection, account follow-up and compliance with all governmental and regulatory agencies.
4. Understand and comply with all governmental, regulatory and company billing and compliance regulations/policies including but not limited to Medicare and Medicaid programs
5. Review of HCFAS and patient invoices for appropriate coding, charges, allowables, co-pays and supporting documentation.
6. Follow-up with payers, patients and other appropriate parties to collect open billings in a timely manner and to ensure compliance with billing regulations.
7. Identify and report to management payer issues with regards to billing and collection
8. Coordinate all patient information and process paperwork including preparation of file for billing.
9. Establish patient records and record appropriate patient and equipment rental information in each patient's record.
10. Review and log correspondence regarding pending/denied claims
11. Assist with implementation of quality improvement program to meet Company and accreditation standards.
12. Develop and maintain working knowledge of current HME products and services offered by the Branch and all applicable insurance guidelines respecting eligibility for coverage and reimbursement.
13. Accounts Receivable management.
14. Process accounts and maintain appropriate records in a timely manner.

### **MINIMUM QUALIFICATIONS:**

1. Ability to file, perform accounting functions, maintain records, understanding of reimbursement requirements, good typing and telemarketing skills.
2. Skills: Basic MS Excel, Word and 10-key skills required.

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3. General knowledge of government, regulatory and company billing and compliance regulations/policies for Medicare, Medicaid, preferred
4. Two years experience in insurance office, doctor's office or three years general office experience.
5. High school education required with minimum two years junior college (all business courses) preferred.
6. Effective verbal and written communication skills.
7. Knowledgeable in all major insurance carrier reimbursement guidelines and eligibility for coverage by third party payers.

**REQUIRED KNOWLEDGE/EXPERIENCE:** Knowledge of computers and telephone  
Knowledge of medical billing system  
preferred.

2-4 year's HME billing. Data entry, accounting or customer service experience also required.

**REQUIRED LICENSE/CERTIFICATION:** NONE

**COMPETENCY REQUIREMENTS:** Billing Representative Competency

**PHYSICAL DEMANDS:**

Sitting, standing, walking at desk, in office  
Operation of office machinery and computer  
Occasionally lift/move items up to 20 pounds  
Visual abilities to include reading, distance vision and peripheral vision

**I have received this job description. I believe I am fully capable of performing all items and task listed above and meet all the necessary qualifications.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_