

TITLE: <u>Medical Fee Billing Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA513</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	GRADE: <u>4</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Provide bookkeeping services to a patient-based medical department to ensure payment for tests and services administered. Utilize mastery of bookkeeping principles and methods to maintain complete and accurate records.

ESSENTIAL JOB FUNCTIONS

- Assemble and maintain records of invoices. Check documentation to ensure proper billing amount, correct facility, patient or insurance company billed and update computer and hard-copy records as needed with all material pertaining to the bill and payment of invoice.
- Record payments made on bills. Update invoices as well as computer records to reflect all payments made on a bill. Ensure proper invoice is credited, post all payments to proper revenue account; document justification to record for all partial payments on or rejection of the bill.
- Follow-up on unpaid bills for medical tests and services. Send reminders of unpaid invoices requesting payment or reasons for non-payment; rebill or cancel bills as appropriate; work with parties involved to collect on delinquent accounts or insurance company rejection of invoice.
- Provide information to hospitals, patients and insurance companies regarding billing policies and procedures. Access invoice files to document information on billing status. Prepare correspondence pertaining to billing.
- Prepare reports for use by professional staff on status of accounts receivable and revenue account status. Report on unpaid bills. Update department files on third party billing policies, procedures and services; alter internal methods and procedures accordingly; alert supervisor of changes in insurance company policies as appropriate.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level provides bookkeeping services to a patient-based medical department for the billing for tests and services. Complete understanding and competent performance of bookkeeping procedures and methods is essential. Incumbents must handle new situations based on information learned through prior experience or exposure. Incumbents must communicate effectively with patients and representatives of hospitals and insurance companies. This position is typically found in a patient-based medical department and reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience; supplemented by coursework in bookkeeping.
- Considerable knowledge of bookkeeping principles and methods.
- Reasonable experience in insurance third party billing procedures.
- Prior medical billing experience preferred.
- Typically, incumbents have worked in an office setting, providing clerical and bookkeeping support.