



## NEW Health Programs Association

**Title:** Billing Specialist-CPC  
**Department:** Administration  
**Supervisor:** Coding Manager  
**FLSA Status:** Non-exempt

### **Purpose of Job:**

Improve the overall health of the communities we serve by entering patient-billing information as follows:

### **Essential Duties and Responsibilities:**

- Completes coding and pricing of daily encounter batch using CPT, HCPCS, and ICD-9/ICD-10.
- Posts daily encounters and payments to the billing system.
- Balances daily charges, adjustments, and payments.
- Tracks, updates, and files patient insurance information.
- Submits electronic or paper claims daily for all payers.
- Maintains current, complete, and accurate patient and procedure files in billing system.
- Works insurance accounts receivable and patient accounts receivable. Works credit balance and process refunds.
- Communicates with patients, coworkers, providers, and third party representatives in a professional manner.
- Responds to questions regarding patient account balances.
- Participate in continuing education to maintain accurate coding/billing practice in the use of ICD-9/10, CPT, and HCPCS coding.
- Understands and shows the ability to view and interpret patient Insurance eligibility and load correctly in patient accounts.
- Is knowledgeable and able to perform tasks needed to open/close administration office (lights, phones, computers, office equipment).
- Reconcile any invoice received for billable services provided, monthly.
- Performs other duties as assigned.

### **Qualifications:**

Education/Experience: High school or equivalent required. Courses in medical coding and terminology preferred. Coding certification through AAPC or AHIMA preferred. One year medical billing experience preferred.

Skills: Excellent oral and written communications skills required. Computer skills required.

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear and sit. The employee is occasionally required to move around the facility; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10lbs and occasionally lift and/or move up to 25lbs.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the above job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_