

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

MEDICAL BILLING CLERK

DOT:214.362-022 / O*NET-SOC: 43-3021.02 SVP 5

Job Description: Performs a variety of complex clerical and accounting functions for patient billing, including verification of invoice information, maintenance of third party billing records, and resolution of a variety of problems. Follows up on submitted claims and patient billing; resubmits claims or resolves problems. May handle cash items and accounts receivable posting.

Physical Demands - Sedentary with light lifting, carrying or moving (up to 20 lbs); **General Educational Development**- R4, M3, L4; **Aptitudes** - Average General Learning Ability, Verbal, Numerical, and Clerical Perception.

SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate ability to obtain, review, organize, and verify patient records for billing purposes. (R, IN, S, T)
2. Can demonstrate ability to compute charges due for medical services rendered. (IN, S, T)
3. Can demonstrate ability to accurately enter patient account data into billing system. (IN, S, T)
4. Can demonstrate ability to post transactions. (IN, S, T)
5. Can demonstrate ability to verify accuracy of input to reports generated; correct errors as needed. (IN, S)
6. Can demonstrate ability to prepare patient statements/invoices. (IN, S, T)
7. Can demonstrate proper procedure used to follow up on patient billings. (IN, S)
8. Can demonstrate proper procedure used to process billings to third party reimbursement claims. (IN, S, T)
9. Can demonstrate proper procedure used to follow up on submitted claims, including monitoring unpaid claims, initiating tracers, and resubmitting claims as necessary. (R, IN, S, T)
10. Can demonstrate ability to receive and receipt cash items and third party reimbursements; post and reconcile payments to patient ledgers. (IN, S, T)
11. Can demonstrate understanding of the appeals process for insurance companies. (IN, S)
12. Can demonstrate ability to prepare a patient account for an outside collection agency. (IN, S)
13. Can demonstrate ability to maintain records and medical insurance claim support documentation. (IN, S, T)
14. Can demonstrate ability to submit both electronic and paper claims. (IN, S, T)
15. Can demonstrate ability to research and respond by telephone and in writing to patient inquiries regarding billing issues and problems. (R, IN, I, S)
16. Can demonstrate knowledge of HIPAA regulations and standards, and can maintain strict confidentiality and HIPAA compliance at all times. (IN, I, S)
17. Can demonstrate thorough understanding of diagnostic and insurance codes, and current procedural terminology (CPT). (IN, S)
18. Can demonstrate familiarity with personal injury, Workers Compensation, Medi-Cal, Medi-Care and Disability Insurance programs. (IN, S)
19. Can demonstrate knowledge of HMO/PPO/Network Contracts. (IN, S)
20. Can demonstrate basic to moderate knowledge of human anatomy and medical terminology. (IN)
21. Can demonstrate understanding of the basic fundamentals of computerized accounting systems for medical providers. (IN, S)
22. Can demonstrate ability to type 35-40 wpm accurately (*requires separate documentation*). (T)
23. Can demonstrate basic data entry and/or word processing skills. (T)
24. Can demonstrate efficiency in ten key calculator. (T)
25. Can demonstrate working knowledge of interpreting insurance Explanation of Benefits. (IN, S)
26. Can demonstrate ability to operate specialized electronic billing software (*identify*). (IN, S, T)
27. Can demonstrate ability to communicate with third party payers and patients in a professional manner to accomplish the appropriate action on patient accounts. (R, I, IN)