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## Auburn University Job Description

Job Title: **Coord, Medical Billing**

Job Family: No Family Grade

Job Code: **DB43**

AS08 \$36,200 - \$54,300

FLSA status: Non-exempt

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### Job Summary

Provides billing and administrative support for medical clinics.

### Essential Functions

1. Coordinates all patient billing and fees including, but not limited to, coordinating billing procedures, coding and data entry, auditing medical records, maintaining patient billing records and billing all patient feeds, reviewing denials and claims, reviewing past due account balances and implementing action to be taken, compiling yearly reports as needed, and monitoring timelines and obtaining paperwork for recertification's and authorizations.
2. Performs a wide variety of administrative tasks to include, but not limited to budget tracking and coordination for clinic/office, purchasing supplies and equipment, serving as the outside point of contact for clinic/office, and reconciles monthly clinic purchases.
3. Coordinates a variety of office support duties including, but not limited to, file management, correspondence, record keeping and data entry, preparing and processing paperwork, maintaining calendars and scheduling, mail distribution, and telephone answering.
4. Resolves and responds to questions as they relate to clinic policies and procedures pertaining to office operations.
5. Ensures the confidentiality of all patient records by following all HIPAA guidelines for patient privacy. Ensures staff and faculty are trained and educated in all government, national, and medical coding and billing regulations.
6. May administer EMR software and review of fee structures. As directed, may collect and analyze data that can assist in improvements for the clinical and services.
7. May act in a lead role for administrative support personnel including providing training and assistance as needed.
8. May perform other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

|                          | <u>Minimum</u> | <u>Focus of Education/Experience</u>              |
|--------------------------|----------------|---|
| <b>Education</b>         | High School    | High School Diploma or equivalent.                |
| <b>Experience (yrs.)</b> | 5              | Experience coding or billing in a medical clinic. |

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of coding and billing entry in a medical clinic, HIPAA, FERPA, coding and billing policies and procedures for different providers.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/2/2019

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