



JOB INFORMATION

Job Code	DB43
Job Description Title	Coord, Medical Billing
Pay Grade	AS08
Range Minimum	\$39,140
33rd %	\$45,660
Range Midpoint	\$48,920
67th %	\$52,190
Range Maximum	\$58,710
Exemption Status	Non-Exempt
Approved Date:	8/8/2024 5:10:59 PM
Legacy Date Last Edited	4/2/2019

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

The Coordinator, Medical Billing is responsible for the revenue cycle of the practice, including claim submission, payments, and accounts receivable/payable for patients, vendors, and third-party payers. Coordinates the provider's credentialing process as it relates to enrollment with contracted insurance payers.

RESPONSIBILITIES

- 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 fees, 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 recertifications and authorizations.
- Gathers, verifies, and evaluates healthcare provider’s credentials for initial credentialing and re-credentialing, provider’s file maintenance and enrollment with contracted insurance payers in accordance with company policies and procedures and state and federal regulations.
- Serves as the superuser for the OptumPay payment service which receives payments for AU Clinical Health Services, Plainsman Park: Strength and Rehabilitation Center and AUSHC; communicates daily with Student Business & Account Services regarding payments and deposits. Ensures correct payment and deposits.
- Coordinates the EMR system, including adding and removing students, providers, and employees; Updates administrative modules and creates templates for clinical use; maintains patient portal via this software.
- Coordinates and maintains the invoices for the Audiology program including the reconciliation of purchases, credits, and payments.
- 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.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Health Services Administration or related field.	and	5 years of	Experience in coding and billing in a medical setting.	Or
High School	High School Diploma or equivalent.	and	7 years of	or equivalent.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of coding and billing entry in a medical clinic, HIPAA, FERPA, coding and billing policies and procedures for different providers.
Knowledge of ICD-10-CM and CPT coding guidelines; medical terminology; and state and federal Medicare reimbursement guidelines.
Ability to research and analyze data, draw conclusions, and resolve issues; read, interpret, and apply policies, procedures, laws, and regulations.
Knowledge of revenue cycle management process that starts with patient scheduling and ends with payment reconciliation (patient registration, insurance verification, medical billing and coding processes, and research and documentation).

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.