



Position title: Billing Assistant

Position Summary: The Billing Assistant is responsible for supporting financial and administrative staff in completing data entry, payment tracking and follow-up processes and for providing general administrative support as needed related to client, grant and insurance billing and payment. The Billing Assistant will assist finance department staff in following up on claims denials, tracking payments and reimbursements, fielding client inquiries regarding payments, assist in gathering and tracking credentialing information and other financial monitoring.

Qualifications:

Education: High School Graduate

Experience: Experience in a similar position preferred

Skills: Strong organizational, time management, interpersonal communication and computer skills required. Microsoft Word, Excel and/or data entry experience is strongly preferred. Experience working with medical billing and/or electronic medical record systems preferred.

Performance Requirements:

1. Complete general data entry tasks in billing and financial tracking systems, including Microsoft Suite and Electronic Health Records system.
2. Monitor and track follow-up tasks related to billing, credentialing and general financial deadlines.
3. Initiate communication, track and follow-up on responses related to billing issues.
4. Identify areas of concern or pending deadlines and consistently escalate concerns through finance department staff.
4. Cross-train in all billing functions and provides back-up as needed.
5. Provide various reports and information as requested from management.
6. Work as part of financial team, maintaining professional and constructive communication with all staff to promote efficiencies and effectiveness.
7. Assists with various projects as assigned by the EHR Administrator.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Classification: Non-exempt

Hours Required: Not to exceed 40 hours/week

Location: Mill Run Office

Supervised by: EHR Administrator

Employee Signature

Date