

## Billing Specialist/Fiscal Clerk – Belcamp location

Under general supervision, performs a variety of 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.

### Requirements:

- 2-4 years experience with Medicaid and commercial insurance
- Knowledge of medical insurance claims procedures and documentation.
- Knowledge of medical billing procedures.
- Records maintenance skills.
- Basic data entry and/or word processing skills.
- Ability to verify data input and correct errors.
- Ability to interact and communicate with people over the telephone and in person, often in stressful situations.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal and communication skills and the ability to work effectively to a wide range of constituencies in a diverse community.
- Ability to maintain confidentiality.

### Duties:

- Review, maintain, and process fiscal/account records and transactions related to patient's accounts.
- Verify insurance benefits and billing information by terminal and/or telephone. Annotate accounts with insurance coverage and estimated patient shares.
- Resolve issues with payment and billing, authorization process.
- Reconcile cash receipts daily and prepare deposits.
- Maintain accurate accounts, i.e. required signatures, proper account annotation, current demographics, and correspondence.
- Insure completion of pre-authorization process by inquiry and referral to clinician.
- Monitor insurance authorizations and claim rejections.
- Maintains fiscal records and/or worksheets for all calculations, extensions, and verifications related to record keeping for assigned patient's accounts.
- Perform tasks consistent with authorization and billing requirements.
- Maintain concurrent authorizations as needed.
- Contact patients for payment of account or payment arrangements according to current policy.
- Prepare weekly production logs for self-pay clients.
- Track self-pay balances.
- Prepare self-pay detox list.
- Prepare late notices for delinquent accounts.
- Maintain confidentiality of patient records.

- Respond appropriately to requests for information regarding accounts from payor, attorney, and others.
- Track/monitor authorizations from insurance company/third party.

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