



INSURANCE BILLER

Location: **Vero Beach, FL 32960**

FLSA Status: Non Exempt Reports to: Billing Manager

The insurance biller is responsible for filing insurance claim to all third-party payers. Duties include typing, filing, computer input, and limited telephone communications with patients and insurance companies.

Specific Job Duties:

- Responsible for filing insurance claims for all third-party payers in a timely and accurate manner.
- Works all electronic claim rejections timely and reports reoccurring rejections to management.
- Ensures that goals and objectives established in conjunction with Billing and Operations manager are attained.
- Files and collates all forms associated with the maintenance of accurate master files.
- Mails appropriate forms to payers and/ or patients.
- Inputs computer information for electronic processing and edit of eligible claims.
- Analyzes edit reports; identifies and rectifies problems to ensure timely and accurate reimbursement.
- Reviews insurance return mail and determines reasons for return.
- Stays informed of changes in billing procedures that impact process and / or reimbursement effectiveness.
- Reviews bills for accuracy of charges by comparing diagnosis or procedures to charges.

Specific Job Skills:

Typing speed of 55 WPM, Keyboarding skills for computer input, 10 key touch adding machine skills, good communications skills, detail oriented and must display the ability to review information for accuracy and be proficient in MS Office Suite.

Education and/or Required Experience & Capabilities

Prefer a Minimum 3 + years medical business office experience
High School Diploma

Performance Is Satisfactory When...

1. Goals and objectives set in conjunctions with the Billing Operations Manager are met or exceeded.
2. Billing inventories are minimal and rejection levels are low.
3. Minimal levels of absence and / or tardiness are maintained.
4. Problem situations are resolved appropriately and independently.
5. Billing Operations manager is informed of any unusual and significant issues that may impact timely reimbursement.