

POSITION: Billing Specialist

DEPARTMENT: Administration

JOB SUMMARY

Bill for all services provided by Arkansas Pathology Associates per procedure manual in an accurate and timely manner.

NATURE AND SCOPE

Reports to Business Manager.

Contact with clients and patients is required. Contacts may be in person or by phone.

This position description includes only essential functions of the position. This in no way states or implies that these are the only duties to be performed. Employee may be required to follow other job-related instructions and to perform other job-related duties requested by the supervisor.

ESSENTIAL FUNCTIONS**RESPONSIBILITIES**

- Work to resolve all questions or discrepancies regarding patient information, including but not limited to: Patient demographics, ICD10 codes, CPT codes, insurance information.
- Ensure that all requisitions and reports have the necessary information required and submit billing in a timely and accurate manner.
- Answer incoming calls in a professional and courteous manner.
- Ensure all requested copies of pathology reports are sent to the correct facility in a timely manner.
- Mail negative PAP letters.
- Scan and attach required documents into the Laboratory Information System.
- Adhere to all corporate policies and procedures and government regulations such as HIPAA, CLIA, OSHA, etc.
- Exercise resource management according to department policies.

MINIMUM QUALIFICATIONS**REQUIREMENTS**

- High school diploma or equivalent.
- Laboratory or medical experience preferred but not required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

This position requires accuracy and attention to detail.

May require lifting of approximately 20 lbs.