

## **T.H.E. CLINIC, INC.**

### **JOB DESCRIPTION**

*POSITION:* **MEDICAL BILLER**  
*DEPARTMENT:* Finance  
*STATUS:* Temp-Full-Time, Non-Exempt

#### **POSITION SUMMARY:**

Under the general direction of the Medical Billing Supervisor, the Medical Biller records patient charges, prepares billing statements, and records receipt of payments.

#### **Essential Duties and Responsibilities:**

- Accurately and efficiently gather patient information from the progress note and ensures that the claim forms are completed, electronically signed, and entered into the electronic billing management system on a daily basis.
- Post all charges and payments into the billing management system.
- Maintain records, as necessary, to re-bill any denials or unpaid claims in a timely manner.
- Reconcile, and file, outstanding claims to associated remittance advices.
- Follow up on any unpaid claims, including collections of direct patient charges.
- Attend training seminars, as required, to stay current on billing and eligibility issues.
- Communicate regularly with other Medical Billers and share information acquired regarding billing issues.
- Sort and file patient encounter forms by date.
- All other duties as assigned.

#### **Qualifications and/or Experience Requirements:**

- High school diploma or equivalent
- Minimum 1-2 years of relevant work experience or equivalent combination of training and relevant work experience.
- Knowledge of medical terminology; proficient knowledge of ICD-9 and CPT codes; ability to research and correct errors.
- Ability to work with diverse population with good communication skills.
- Computer proficiency
- Experience in using an electronic billing management system preferred.
- Experience with Medi-Cal and Medi-Care claims preferred.
- Experience in utilizing an electronic health record (EHR) highly desirable.
- Bilingual in Spanish preferred.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is also regularly required to use hands and fingers to handle keyboard and office equipment. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Job Description Disclaimer**

This position requires compliance with Health Center’s written standards, including its Standards of Conduct and policies and procedures (“Written Standards”). Such compliance will be an element considered as part of the *Medical Biller’s* regular performance evaluation.

Failure to comply with Health Center’s Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center’s Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center’s Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.

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Employee’s Signature	Print Name	Date
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Supervisor’s Signature	Print Name	Date
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