

T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION

POSITION: Pharmacy Biller
DEPARTMENT: Pharmaceutical
STATUS: Full-Time, Non-Exempt

POSITION SUMMARY: As a Pharmacy Biller, you will ensure timely and accurate billing for outstanding claims while demonstrating excellent customer service to patients, healthcare professionals and insurance carriers. As part of the billing you will work in a fast paced and team focused environment to ensure timely and accurate billing to insurance providers.

Essential Duties and Responsibilities:

- General clerical duties, faxing, emailing, answering phones
- Maintain documents, filing records and bills
- Submit prior authorizations and proper paper work to 3rdparty insurance
- Daily batch billing
- Reconciliation of various accounts and invoices
- Handle all aspects of billing and billing issues
- Ensure accurate and timely completion for all month-end billing; month end billing is a mandatory responsibility
- Other duties as assigned

Education and Qualifications

- High school or equivalent
- Pharmacy billing: 2 years
- Familiarity with medical terminology
- Knowledge of proper billing/CMS guidelines
- Strong knowledge of insurance
- Good understanding of ICD10 coding
- Familiarity with pharmacy coding
- Pharmacy claim adjudication
- Prior Authorization process (submission and appeals)
- Coverage gap knowledge
- Familiarity with MS Word, Excel, Outlook, EMR

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 occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must 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 *QI Director'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.