

WILLCARE JOB DESCRIPTION

AR BILLING COODINATOR

Title: AR Billing Coordinator	Department: Billing / Accounts Receivable	FLSA Status: Non-Exempt
Reports to: Billing Operations Manager	Direct Reports: N/A	Revised: January 7, 2009

POSITION SUMMARY:

Responsible for all aspects of patient/client billing and collections for designated branch(es), including but not limited to performing the billing function, ensuring timely payment, collections and follow up.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Accountable for the branch(es) accounts receivable balance, inclusive of billing and collections.
2. Performs billing function for all patients and clients.
3. Generate invoices and process medical billing claims for Medicare, Medicaid, 3rd Party Insurance Payers and/or Private Payers accurately and timely.
4. Interacts with payer sources including Medicare, Medicaid, 3rd Party Insurance Payers and/or Private Payers to ensure timeliness of submissions, authorizations and payments and follows up as necessary.
5. Ensures proper controls are adhered to for accuracy and timeliness of billing.
6. Maintain accurate patient billing files.
7. Manage the follow up of all invoices and claim submissions. Performs collections function pro-actively to ensure timely payment.
8. Investigate and bring to resolution all claim denials within specified timeframe. Timeframe may vary depending on payer.
9. Post payments accurately and within 5 days of deposit receipt.
10. Close out all month-end deposits and accounts receivable requirements within 5 business days of each fiscal month ending date.
11. Generate a monthly aging report within 2 days of month-end close; monitor AR weekly.
12. Maintain all accounts receivable over 90 days to 10% or below.

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Demonstrates a clear understanding of the Mission, Purpose and Philosophy.
2. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
3. Takes initiative and responsibility for decisions as an individual and as a company. Exhibits commitment to personal and companywide goals.
4. Participates in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approaches everything with the passion and desire to meet the highest standards.
5. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strives to deliver lasting value to our patients in the comfort of their home.
6. Strives to help lead the industry through vision, technology, innovation, and customer service. Strives to make a difference in the lives of our employees, patients, and community. Encourages a positive environment and experience for co-workers and patients.
7. Treats employees, patients, and business partners with respect. Fosters teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embraces diversity and demonstrates the ability to work together.
8. Promotes a safe and efficient working environment by adhering to agency policies and procedures.
9. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.

10. Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
11. Adheres to departmental and agency dress codes as observed by supervisor.
12. Communicates information effectively both verbally and in writing.
13. Attends and participates in staff meetings, required in-services, agency PI activities and other meetings as requested.
14. Utilizes material, equipment and time in a safe, beneficial, and cost effective manner
15. Organizes workload to complete responsibilities in an appropriate and timely manner.
16. Observe infection control and standard precautions.

OTHER DUTIES & RESPONSIBILITIES:

1. Work on special projects and cross trains in other accounting functions, as required.
2. Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

1. N/A

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Associate's degree in Medical Billing or Accounting or equivalent from two-year college or technical school; or one or more years related experience and/or training; or equivalent combination of education and experience.
2. Ability to perform data entry
3. Detail oriented
4. Ability to perform basic mathematical functions

PERSONAL & PHYSICAL REQUIREMENTS:

2. Ability to lift up to 10 lbs.
3. Work environment is characteristic of any office setting which involves prolonged periods of sitting and intermittent physical activity such as occasional requirement to stand, walk, reach with arms and hands, and to stoop, bend, kneel, or crouch.