



<b>Job title</b>	<i>HMO Biller</i>
<b>Reports to</b>	<i>HMO Supervisor ----- AR supervisor</i>

### Job purpose

Bill all HMO claims to make and ensure sure that they get paid.

### Duties and responsibilities

1. Submit timely and accurate HMO bills
2. Review Agings to track balances
  - Notify leadership of balance issues
  - Submit claim adjustments as necessary and notate actions taken (utrack)
3. Follow up on unpaid claims and monitor incoming payments
  - Print remittance advices (EOBs)
  - Post EFTs
  - Enroll in EFT
  - Handle ADRs (Notify facility and leadership [GHC Clinical, Premier Clinical] of ADRs as they come up, Submit requested documentation and follow up as necessary, update systems to reflect activity)
4. Other duties as assigned

### Qualifications

- Organizational skills
- Persistence
- Quick learner
- Detail oriented
- Knowledge of general nursing home billing and processes

### Working conditions

This job does not have any unusual working conditions.

### Physical requirements

This job does not have any specific physical requirements.

### Direct reports

This job does not have any direct reports.

