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| Job title | <i>Medicare Biller</i> |
| Reports to | <i>AR supervisor</i> |

Job purpose

Bill all Medicare claims and make sure that they get paid.

Duties and responsibilities

1. Input accurate data into systems
 - Input necessary data that is required for billing
 - Print and post cash to corresponding balances
2. Prepare and submit timely and accurate Medicare bills
 - Ensure completion of triple check process
 - Confirm receipt of claim submission
 - Submit co-insurance bills
3. Communicate with internal and external stakeholders to coordinate collection efforts
 - 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)
 - Notify leadership of balance issues
 - Communication with your peers
4. Identify all outstanding balances and actively work to collect them
 - Review Agings to track balances
 - Review daily rejected and returned to provider claims
 - Submit claim adjustments as necessary and notate actions taken (Veripay)
5. 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.

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| Approved by: | <i>Sam Kravetz</i> | <i>Josh Jacobs</i> |
| Date approved: | <i>08/01/2017</i> | |
| Next annual review: | | |