

DERMATOLOGY ASSOCIATES OF XYZ COMPANY

FOLLOW-UP BILLER

Job Description

SUMMARY

The Follow-up Billers' primary responsibilities are to ensure that all claims are submitted to the appropriate insurance companies, all payments received are posted correctly and to follow up on any outstanding receivables. The Follow-Up Biller reports to the Insurance & Billing manager and is supported by the Biller/Collector.

DUTIES

GENERAL

1. Post payments from insurance companies.
2. Identify errors in payments, correct errors and resubmit for corrected payment.
3. Research, correct and resubmit denials.
4. Appeal denials when necessary.
5. Send information, upon request, to appropriate insurance company.
6. Produce aging reports and follow-up on anything over 30 days.
7. Answer phone call from patients with questions regarding their accounts.
8. Verify that fee schedules are up to date. Notify the appropriate party of any errors.
9. Attends staff meetings.
10. Performs a variety of tasks per the administration including duties assigned to Front Office Staff, Charge Poster, and Medical Records personnel as needed to cover vacations or other absences.
11. Performs related work as required.

QUALIFICATIONS

4 years of related experience
Strong interpersonal skills
Computer literate

Prepared by:

Name / Title

Signature

Date

Approved by:

Name / Title

Signature

Date