**Reports To:** *(\_\_\_\_\_\_\_\_\_\_\_)* **Department**: *(\_\_\_\_\_\_\_\_\_\_\_\_\_) (Full Time/Part Time/Exempt, Temp)*

**Major Responsibilities**

This position is responsible for two key functions - enrollment of healthcare providers with Medicare, Medicaid, and other health insurance plans; and filing claims and reconciling payments from these insurance plans and patients.

**Scope and Impact**

The Enrollment/Billing Specialist is a direct link between the LHD and medical insurance plans, and interacts directly with LHD management, providers, insurance plan representatives, and patients. The complete, accurate, and timely execution of the enrollment and billing responsibilities directly affects the ability of the LHD to generate significant revenue. This impacts the LHD's ability to meet budget goals, offer essential healthcare services, and achieve the LHD's mission.

**Primary Job Functions** - *If needed, additional functions and responsibilities may be required.*

Enrollment *(±10%)* - *Establishing proof of professional standing and contracting with insurance plans*

• Assembles documents required for enrollment.

• Completes appropriate credentialing and health insurance plan applications.

• Secures appropriate insurance company contract forms and signatures.

• Submits completed application packages to health insurance companies.

• Follows-up on pending applications and promptly resolves requests for additional information.

• Updates facility and provider information as required.

• Maintains required files of facility and provider documents and information.

Billing *(±80%)* - *Filing claims with, and receiving payments from, insurance companies and patients*

• Receives, reviews, corrects, and enters claim information into billing system.

• Follows-up on pending claims to help ensure timely payment; resolves claim denial issues.

• Receives payments, reconciles with Explanation of Benefits, and then posts as appropriate.

• Performs all responsibilities to meet timely filing and other time sensitive requirements.

• Maintains required files of all appropriate documents and information.

• In all activities, complies with HIPAA and other regulations and requirements.

**Special Requirements, Skills, Abilities and Qualities**

• Position requires a self-starter, the ability to work independently and as an effective team member.

• Attention to detail and adherence to established policies and procedures required.

• Individual will be a problem-solver, with the ability to organize and prioritize responsibilities.

• Individual must be flexible when situations require, and able to embrace and implement change.

• Effective oral and written communication skills required.

• Individual must be good-natured with a positive attitude and a smile; and always courteous and respectful to co-workers.

• Individuals must be courteous and respectful at all times, regardless of client’s race, religion, personal and/or economic situation.

• Individual should find helping people who need the LHD's services rewarding and fulfilling.

• Minimum of high school diploma or equivalent; ability to perform basic math functions without a calculator is required.

• Touch typing/keyboarding and touch10-key, both with speed and accuracy is required.

• Working knowledge of Windows personal computer, Microsoft Word, and Excel is required.

• Prior credentialing and/or billing experience a plus.

• Knowledge of medical credentialing and/or billing software, in addition to medical terminology & coding systems is a plus.

**Please note that a financial and legal background check may be required.**