

Last Revision Date: June 2018

**Manual: Pike County Health Department,
Home Health and Hospice Job Description
Manual**

FLSA Status: Non- Exempt

JOB DESCRIPTION: BILLING MANAGER

Position Summary

Responsible for the preparation and submission of all client billing of Home Health and Hospice Programs. Manages accounts Receivable function. Maintains confidentiality in all aspects of the position. Compile records of charges for services rendered, calculate and record amount of these services and prepare invoices to be sent to clients or insurance providers. Ensures all billing is done in an accurate and timely manner. Provides assistance in other areas as trained and needed.

Reports to: Finance Director

Qualifications

- High School Graduate or equivalent
- One to three years of experience with medical billing procedures including Medicare, Managed Care, Medicaid, and Private Insurance.
- Strong organizational and communication skills
- Excellent computer skills in various programs, such as Microsoft Office Applications
- Criminal background screening shows no record of convictions that would prevent employment (per Missouri statute).
- Not currently on the Employee Disqualification List (EDL).
- Apply with the Family Care Safety Registry (requirement of section, 210.900, RSMo to 210.936 RSMo).

Essential Functions/Areas of Accountability

- Project a professional agency image through in-person and phone interaction
- Ensure effective communication and positive working relationships with personnel from all areas of the agency to maintain coordination of interrelated activities.
- Protect confidential documents in a manner that prevents unauthorized access.
- Ensure timely, accurate submission of claims,
- Responsible for Accounts Receivable management and collection.
- Ensure compliance with third party billing procedures.

- Facilitate work with Medicare Auditors/State Auditors/Private Audit Firms
- Maintain current and organized patient account filing system
- Inform appropriate departments of any changes in coverage from payers or documentation requirements
- Tracking of services billed and invoiced to ensure timely payment
- Work with insurance companies to resolve billing issues to ensure payment is received
- Back up for receptionist as needed
- Prepare and distribute correspondence as directed
- Maintain Confidentiality in all aspects of the position
- Other duties as assigned by the Finance Director or Administration.

Other

- Comply with Federal, State and local laws
- Participate in any investigation as needed
- Participate in promotional activities for the agency

Working Conditions

Normal office environment

I have received, read, understand and accept the above job description of Billing Manager.

Signed: _____

Date: _____