

 Oroville Hospital	<b>Job Description for Physician Claims Preparation Specialist</b>	Department:	<b>Oroville Internal Medicine</b>
		Dept.#:	<b>7089</b>
		Last Updated:	<b>7/23/08</b>

### **Reports To**

Director of Clinic Management

### **Job Summary**

The Physician Claims Preparation Specialist is responsible for preparing charges for processing.

### **Duties**

1. Prepare charges per the daily hospital physician charges submitted and codes as appropriate.
2. Verify all insurance information up-date information if necessary.
3. Communicates with Physicians regarding charges, denials, or new billing requirements that may affect charges.
4. Utilizing Intergy and McKesson AS400: verify name, date, procedure code and diagnosis code. Transfer all prepared charges into Log book. Determine documentation/modifiers/billing requirements per payor
5. All Electronic Healthcare Records (EHR) visits are maintained in the Sage/Intergy System. Billing with be processed using this system for all visits logged into EHR.
6. Respond to all correspondence from billing company in a timely manner.
7. Complete all insurance follow-up work.
8. Process “Requests for Additional Information” (RAI). Complete and log RAIs within five (5) days of receipt.
9. Process “Charge Hold Entries” (CHEW). Complete all CHEWs within twenty-four (24) hours of receipt.
10. Processes all “Void” by maintaining them in sage system by indicating “no show”, “rescheduled” or other reasons given.
11. Checks to make sure all insurance cards have been scanned.
12. Covers for Receptionist, Phone Room or Chart Room, Registration and authorizations as needed.
13. Trains additional staff as needed to complete functions outlined in job description
14. Attends continuing education classes as requested by Manager

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### **Qualifications**

1. High school graduate or its equivalency
2. Prior experience in clinic business office preferred
3. Working knowledge of computers and billing software preferred
4. Working knowledge of all payor billing requirements and policy guidelines
5. Working knowledge of procedure coding, CPT and diagnostic coding, ICD-9
6. Maintains a working knowledge of Intergy, Sage systems and McKesson's AS400 systems

### **Lifting Requirements**

The light category requires that an employee be able to lift a maximum of 20 pounds and frequently lift and/or carry objects weighing up to 10 pounds.