

 Oroville Hospital	Job Description for Home Health Biller	Department: Home Health
		Dept.#: 7290 Last Updated: 09/02/09

Reports To

Director Home Health/Hospice

Job Summary

The Home Health Biller performs clerical duties as necessary to ensure the proper performance of activities related to the Home Care Department

Duties

1. Processes and/or routes incoming telephone calls
2. Processes Daily Activity Reports
3. Makes sure all paperwork received according to daily visit schedule
4. Verifies paperwork turned in against Daily Activity Report
5. Checks paperwork turned in for accuracy and completeness
6. Prepares copies of Daily Activity Reports for billing
7. Assists unit clerk in processing new patient open paperwork
8. Assists in putting together Master File and Field File
9. Registers new patients and puts together billing file
10. Maintains patient registration log
11. Enters referrals as received
12. Distributes information as required on log (i.e. referral source, accept/rejection reason, SOC date, etc.)
13. At month end enter visit count per discipline, discharge date, etc.. and calculate totals
14. Screens referral calls and obtains basic information (when designated referral person unavailable)
15. Prepares and maintains patient accounts for billing
16. Prepares billing log for each patient account
17. Post visits to billing log from daily activity report
18. Enters registrations on AS/400 for each daily visit
19. Posts visit charges to each account
20. Posts supply charges to each account

21. Keeps track of patients that are discharged in billing log
22. Prepares listing of bills to drop and routes information to business office
23. Keeps business office informed of any information pertaining to billing
24. Calculates visit count by discipline from billing log at month end and enters on report worksheet
25. Assists Business Office in providing information upon request to process billing for payment
26. Keeps Business Office informed of any issues pertaining to patient accounts (i.e. TAR status, private insurance and authorization, etc.)
27. Maintains recertification log
28. Maintains copies of POT (485) for current patients
29. Enters TAR information and faxes supplemental documentation to the medical case manager
30. Enters/Retrieves patient Oasis data in the state and federal HAVEN system
31. Maintains HAVEN updates
32. Reviews weekly and informs case managers of re-certifications due
33. Demonstrates excellent customer service skills
34. Assists with other clerical activities as needed within the department

Qualifications

1. High school education or equivalent
2. Accurate typing and ten key
3. Working knowledge and ability to use office machines and computers
4. Knowledge of basic bookkeeping procedures, medical terminology, basic accounting functions, such as posting information and verifying accuracy of data
5. Ability to plan and carry through a complete cycle of activities
6. Experience in Home Care, Medicare, or DME billing preferred

Lifting Requirements

Sedentary-generally lifting not more than 10 lbs maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items