



Billing/Medical Records Coordinator

Reports to: Human Resource
Classification: Non-Exempt
Status: Full time

Job Summary:

Responsible for billing all services provided to Medicare, Medicaid, and private insurances, and overseeing flow of Hospice patient documentation in Medical Records.

Essential Functions:

1. Knowledge of Medicare, Medicaid & commercial billing/filing process.
2. Responsible for problem solving and correcting billing issues in a timely manner.
3. Follows up on all unpaid insurance claims monthly.
4. Responsible for preauthorizing all new admissions with their third-party payers.
5. Stays abreast of changes in state and federal regulations that impact Hospice billing.
6. Track critical signature dates for patient documentation.
7. Follow up on all required chart documentation and return to charts.
8. File appropriate documents in EMR and follow-up with medical records.
9. Other duties as assigned by the supervisor.
10. Is knowledgeable of all policies and procedures related to job performance.
11. Attend mandatory meetings.

Required Knowledge, Skills, and Abilities:

1. Willingness to develop knowledge of Medicare and Medicaid billing process.
2. Experience in electronic communications.
3. Excellent written and oral communication skills.
4. Able to function within a team concept.
5. Must become BLS certified and maintain certification.

Employee Signature: _____ **Date:** _____