

MOUNTAIN HOME HEALTH CARE, INC.
P.O. BOX 2566, TAOS, NM 87571
630 PASEO DEL PUEBLO SUR, STE 180, TAOS, NM 87571
(575) 758-4786

JOB DESCRIPTION: BILLING SPECIALIST

POSITION SUMMARY

Assists billing and finance team for obtaining optimal and timely reimbursement for medical services.

Reports to: Finance Manager

QUALIFICATIONS

1. High school graduate or equivalent.
2. At least two (2) years' experience in electronic data submission for medical billing. Accounting in the home health/hospice field preferred.

ESSENTIAL FUNCTIONS/AREAS OF ACCOUNTABILITY

1. Assist in billing to Medicare for home health and hospice patients. Issue bills to payers, follow up on errors and non-receipt of payments.
2. Assist/support billing staff in various projects.
3. Daily - Process payments received, print remittance advice and submit to appropriate party.
4. Monthly - Compile and submit billing report packet to finance manager consisting of:
 - a) CR summary
 - b) Cash receipt report
 - c) Aging report
 - d) Census

Meet with Finance Manager to review packet items, analyze monthly progress, suggest, explore and implement ideas and strategies to improve productivity/efficacy.

5. Quarterly – Submit Medicare credit balance reports.
6. Chart audit (frequency may vary) of home health and hospice charts prior to issuing billing. i.e., Check for accuracy, supervisory visits, signature sheets, etc.
7. Adheres to MHHC's privacy practice as described in our privacy notice.
8. Assures that acceptable collection goals are maintained.
9. Performs additional related duties as assigned.

PHYSICAL/ENVIRONMENTAL DEMANDS

See ADA Requirements.