



tandem health

JOB POSTING

Biller

Job Summary:

Under general supervision, performs a variety of complex clerical and accounting functions for patient billing, including maintenance of billing records and the resolution of a variety of claims issues.

Internal and External Contacts:

Patients, families, Center co-workers, visitors, vendors, insurance companies.

Duties and Responsibilities:

- Reviews all claims for completeness and accuracy and makes the necessary corrections.
- Stays current on all billing guidelines.
- Researches and responds by telephone and in writing to patient inquiries regarding billing issues and problems.
- Follows up on submitted claims; monitors unpaid claims; resubmits claims as necessary.
- Keeps supervisor informed of problems or potential problems.
- Other duties as assigned by supervisor.

Qualifications:

- High School Diploma
- 2 or 4 year degree in a related field or a minimum of two years Billing/Coding experience preferred.
- An equivalent combination of education and/or work experience will be considered.
- Certified Professional Coder (CPC) certification desirable.

Knowledge, Skills Abilities:

- Excellent written and verbal communication skills required.
- Excellent telephone etiquette.
- Demonstrated ability to prioritize multiple tasks, assignments and projects to meet established quality and time requirements.
- Demonstrated ability to navigate the internet, including usage of and the ability to successfully and accurately utilize web-based programs and applications.
- Able to relate to a variety of people at different developmental levels.
- Able to prioritize tasks and manage time efficiently.
- Flexible as to the changing needs of the Center.
- Able to use independent judgment and to manage and impact confidential information.
- Demonstrates cooperative co-worker and community relationships by being friendly, polite, helpful, and non-critical or judgmental of others.
- Demonstrates knowledge of safety procedures as well as the management of information as it relates to privacy, confidentiality and HIPAA.



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Work Environment:

Very busy atmosphere. Highly stressful when dealing with individual personalities of co-worker, patients and their families. Potential for rare exposure of blood-borne diseases (Category II). Potential for rare exposure to chemical hazards (Category B).

Physical Demands:

Considerable standing, walking, or sitting. Lifts supplies/equipment up to 20lbs occasionally, and/or up to 10lbs frequently. Considerable reaching, stooping, bending, kneeling and crouching.

How to Apply:

If you are interested in applying, please download and print an application from our website: www.tandemhealthsc.org. Return your completed application to:

Tandem Health
Attn: Human Resources
550 S. Pike West
Sumter, SC 29150