

The University of Texas at San Antonio

Job Description

Job Title: Medical billing Clerk
Code: 11060
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Student Health Services
Reports To: Department Budget Specialist

Summary

- Function: To perform medical office billing and reconciliations involving third party billing and accounts.
- Scope: Responsible for systematically assisting patients in a professional and diplomatic manner regarding their accounts. Assists the office manager with reporting functions as needed.

Duties

- Typical:
 1. Verifies the patients demographic information and determines the appropriate insurance carrier to bill based on the information received from the patients
 2. Reviews claims to be filed and other recorded related to medical billing for completeness and accuracy.
 3. Prepares and maintains patients insurance information files
 4. Responsible for inputting and updating CPT and Diagnosis codes into the billing system
 5. Reconciles monthly reports and patients statements
 6. Provides routine feedback to the Office Manager regarding office concerns, and assist the front desk when needed for patients questions and concerns
 7. Performs additional duties as assigned
- Periodic:
 1. Assist Downtown Campus Health Services
 2. Other duties as assign

Education

Required	Preferred
High School diploma or GED	Certification in training from an accredited agency in medical coding and/or medical

	billing
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Other Requirements

Required	Preferred
<ul style="list-style-type: none"> • Effective judgment, tact, diplomacy, and discretion required in all matters. Excellent verbal and written communication skills • Demonstrated effective interpersonal skills. • Maintain strict confidentiality in all matters • Excellent customer service skills • Criminal Background Check (CBC) 	N/A

Experience

Required	Preferred
Two years of experience in medical insurance billing	Three years' experience in medical insurance billing

Equipment

Required	Possible
Personal computer, Microsoft Office Suite, and standard office equipment	N/A

Working Conditions

Usual	Special
Normal office conditions.	Possible exposure to blood born pathogens and combustible materials

Supervision

Received	Given
Direct supervisions from Department Budget Specialist	N/A

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.