

PINECREST MEDICAL CARE FACILITY JOB DESCRIPTION

Job Title: Billing/AP Specialist

Revised: March 29, 2023

Department: Administration

FLSA Status: Non-Exempt

Grade: Management

Supervisor: Chief Financial Officer

Position Status: Full-time

Hours: 8:00 AM – 4:00 PM

General Purpose of Position: To provide high quality accounts receivable billing as well as invoice entry for AP processing.

Essential Duties and Responsibilities:

- Verify, copy and distribute Resident's Daily Activity Reports to keep staff apprised of house census.
- Work with admissions to verify eligibility for various insurance
- Manage receivables, by verification of receipt, posting, and balancing.
- General data entry for accounts receivable and accounts payable.
- Maintain resident computer files information between the accounting and clinical software.
- Responsible for facility Medicaid and professional claim completion.
- Prepare Medicare adjustment claim information.
- Manage Excel spreadsheets of ancillary services.
- Receive and enter invoices into AP system for payment processing.
- Any other duties as assigned by the Chief Financial Officer

Essential Qualifications, Education and/or Experience

- Excellent interpersonal skills
- Able to communicate effectively with a variety of people
- Able to work independently or as part of a team
- Experience with Medicare &/or Medicaid billing

Desirable Qualifications, Education and/or Experience:

- Degree or certificate in medical billing or comparable experience.
- Computer experience, Microsoft Office Suite preferred

Certificates, Licenses, Registrations

- None Required.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or all qualifications that may be required either now or in the future.

Employee Signature: _____ Date: _____