UNIVERSITY OF SOUTHERN CALIFORNIA

Biller

Job Code: 189119

Grade: HC
OT Eligible: Yes
Comp Approval: 5/11/1994

JOB SUMMARY:
Performs billing of medical services rendered, such as examinations, treatments and procedures, to patients and government or private insurance carriers.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Determines appropriate charges based on services provided; performs billing.

______ ______ Reviews patient accounts to ensure accuracy and completeness of claims billing for maximum reimbursement.

______ ______ Reviews Explanations of Benefits from third party payors to determine if payment was made correctly and if denials can be re-billed.

______ ______ Analyzes and maintains reports to ensure timely submission of claims. Identifies problem accounts requiring further work.

______ ______ Provides information to insurance carriers or patients regarding patient accounts.

______ ______ Assists patients with billing problems. Notifies supervisor of ongoing problems.

______ ______ Maintains files on all documentation such as charge slips, Explanations of Benefits, and client or patient information. Prepares and distributes reports.

______ ______ Refers accounts to collectors in accordance with policy.

______ ______ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  
☐ No
☐ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent

Minimum Experience:
2 Years
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

- Medical services billing, experience with Medicare, Medi-Cal and private third party payors.
- Working knowledge of CPT-4 and ICD-9CM coding and computerized billing systems such as IDX

**Preferred Education:**

- Bachelor's Degree

**Preferred Experience:**

- 3 Years

**Skills: Administrative:**

- Assemble and organize numerical data
- Balance figures
- Communicate with others to gather information
- Draft routine correspondence
- Input data
- Maintain filing systems
- Research information
- Translate from one language to another
- Use computerized spreadsheets

**Skills: Machine:**

- Calculator
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

**SIGNATURES:**

Employee: ____________________________  Date: ____________________________

Supervisor: __________________________  Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer