UNIVERSITY OF SOUTHERN CALIFORNIA
Reimbursement Specialist
Job Code: 189127

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

JOB SUMMARY:
Performs quality control review for coding and billing functions to ensure accuracy and maximize reimbursement. Provides advice and assistance to billing office staff regarding coding, billing and collections.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Reviews patient accounts to ensure accurate coding and billing, corrects errors and informs the appropriate staff members of correct coding.

______ ______ Assists billing office staff with difficult collection issues or problems. Assists in training and cross-training staff in coding, billing and collections.

______ ______ Meets with medical staff to provide information on coding and billing procedures. Participates in formal training sessions.

______ ______ Assists in developing policies and procedures to ensure correct coding, billing and timely collections efforts.

______ ______ Audits and reconciles daily deposit records to ensure accuracy. Reports discrepancies immediately. Provides reports and makes projections.

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:
Related Undergraduate Study

Minimum Experience:
3 Years

Minimum Field of Expertise:
Medical billing, coding & collections exp. Working knowledge of CPT-4 & ICD-9CM coding, computer billing systems-IDX, government & private insurance, laws governing collections efforts. Certified ART

Preferred Education:
Bachelor's Degree

Preferred Experience:
5 Years

Skills: Administrative:
- Assemble and organize numerical data
- Balance figures
- Coordinate meetings
- Draft routine correspondence
- Research information
- Translate from one language to another
- Use computerized spreadsheets

Skills: Other:
- Analysis
- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Problem identification and resolution
- Staff development
- Translation/bi-multi-lingual

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.

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