

LOWENSTEIN HOUSE, INC.
JOB DESCRIPTION

INSURANCE BILLING CLERK
(Part Time - 20 hrs. a week)

Exempt: No	Grade: 3	Starting Pay Range: \$12.14 - \$14.33 per hr.
Department:		
Supervised By: Business Manager		
Date Last Revised:		

POSITION SUMMARY

The Insurance Billing Clerk is responsible for the submission and follow-up of insurance claims for services provided to TennCare members of Lowenstein House.

RESPONSIBILITIES

1. Receive, assemble and maintain records related to the insurance billing process.
2. Review attendance records in preparation for claims submission; communicate with supervisors regarding any errors encountered.
3. Set up various spreadsheets related to member attendance and insurance billings.
4. Provide needed data and/or monthly reports to the Business Manager or Executive Director.
5. Set up insurance claims online for each of the managed care companies used by Lowenstein House.
6. Work with Business Manager in the timely submission of insurance claims.
7. Follow up on unpaid claims; research claims issues or errors; re-submit claims when necessary.
8. Reconcile insurance payments received on the insurance spreadsheets.
9. When needed, provide verification of member's insurance eligibility to staff
10. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM REQUIREMENTS

- Associates degree or certificate in medical billing or insurance coding *and* at least one year of data entry experience, *or* an equivalent combination of education and experience
- Intermediate computer skills
- Valid drivers license

OTHER SKILLS AND ABILITIES

- Ability to function with a high degree of initiative, creativity and independence
- Flexible and able to work to meet deadlines
- Excellent communication skills

PREFERENCES

- Insurance billing experience, preferably in a medical or non-profit environment
- Familiarity with mental health diagnoses
- Familiarity with CPT codes
- Familiarity and experience with WordPerfect
- Familiarity and experience with Microsoft Excel