

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 2/1/14
DATE LAST AMENDED: 1/20/17

TITLE OF POSITION: Client Financial Services Commercial Billing Specialist

POSITION NUMBER: 10-05

PROGRAM: Center Administration

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: High school graduate or equivalent. Knowledge of general accounting procedures. Five years of experience in billing medical insurance, with 3 years of Commercial billing is preferred. Knowledge of billing codes where applicable (for example: CPT codes, HCPCS codes). Knowledge of billing forms as applicable (for example: CMS1500, UB04). Knowledge of billing via 837 electronic files.

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lifemanagementcenter.org

SUPERVISOR: Client Financial Services Supervisor

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$11.00 per hour (\$22,880 annually based on Full-time FTE)

WAGE AND HOUR STATUS: Exempt:
Non-Exempt: xx

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:*

*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

ESSENTIAL FUNCTION: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Generate and submit commercial third party liability claims and submit to appropriate payers via CMS1500, UB04, websites, and/or 837 electronic files as applicable.
2. Audit claims for compliance with commercial third party requirements.
3. Stay current on commercial third party billing procedures, procedure codes, filing limits, authorization requirements, and credentialed providers for any particular insurance as applicable.
4. Check batch lists regularly to determine claims that have been submitted, but not paid. Follow up on these claims to determine reason for no-payment, including calling insurance companies and/or resubmitting claims.
5. Consistently check filing limits and ensure claims are submitted/resubmitted in a timely manner.
6. Be aware of and develop a good rapport with insurance representatives for our areas.

PHYSICAL REQUIREMENTS

- Must be able to hear conversational speech, visually observe client behaviors for safety and communicate effectively with clients and co-workers
- Vision requirements include close and distance vision

Activity	Expectation			
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> None
Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	<input type="checkbox"/> None
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent	

Speaking: ☒ Yes ☐ No
Hearing: ☒ Yes ☐ No
Reading Comprehension: ☒ Yes ☐ No

*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

Repetitive motion with hands, wrists, arms
(e.g keyboard, typing, handwriting, etc.)

☒ Yes

☐ No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations:

☐ Minimal

☐ Moderate

☒ Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Copy received by:

DATE

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