University of North Texas
Job Description

Purpose/Description

This position is responsible for managing insurance credentialing and billing processes for medical services provided.

Representative Tasks

- Processes billing record requests and maintains files of supporting documentation for billing.
- Provides timely and accurate filing of all health insurance claims to third party payers, processes payments received from third party payers and reconciles accounts.
- Works claim denials in a timely manner.
- Answers billing and insurance questions for internal and external customers.
- Trains and supervises student employees.
- Verifies and updates customer demographic information, insurance information and guarantors.
- Resolves billing account issues; contacts customers and guarantors on a monthly basis regarding delinquent accounts.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties or job may change over time in accordance with the ongoing needs of the Department.

Supervision

Received: Work completed under general supervision. The supervisor provides assignments by indicating general objectives, limitations, quality and quantity expected, deadlines and priorities. Employee uses initiative in carrying out recurring assignments.

Given: Typically has no supervisory responsibility for staff but provides informal guidance and support to new team members, as well as on-the-job training on specific tasks required to perform job effectively and procedures to follow. May supervise hourly or student employees.
Job Title: Medical Coding & Billing Spec  
Job Code: 64440  
Grade: 07  
Job Function: Health & Wellness  
ORP/TRS: TRS  
Job Family: Health Information  
FLSA: N

Education and Experience

High school diploma/GED equivalent and three years of general office or clerical experience. Substitution of education for experience allowed. The following knowledge, skills, and abilities are required:

- Ability to problem-solve and make decisions.
- Skill in recording and compiling material for reports.
- Excellent oral and written communication skills.
- Ability to work independently with limited supervision.
- Experience with filing medical insurance claims, working denials, and posting insurance payments.
- Working knowledge of medical terminology, CPT, ICD10CM and HCPCS coding.
- Ability to professionally handle clients in stressful situations with empathy and composure.

Licenses, Certificates or Registration

Required: N/A

Physical Job Requirements

While performing the duties of this job, the employee is regularly required to use all senses and must be able to sit for long periods of time. The employee frequently is required to stand; walk; use fingers and hands to feel, grasp, operate or handle objects, tools, or controls; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds.

Work Environment

This job operates in a professional office environment responsible for billing, filing claims, and processing payments to student accounts. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.