

Job Description

Job Title: Bill Analyst Specialist
Department: Bill Review, Concord
Reports To: Operations Supervisor
FLSA Status: Non-Exempt
Job Class: 9
Approved By: Operations Supervisor
Effective Date: 10/28/09

JOB SUMMARY

Under moderate supervision, meets daily production quotas in processing and auditing medical bills in accordance with the appropriate workers' compensation, auto/liability and/or group health regulations, including complex inpatient hospital, medical legal and surgical bills, with an emphasis on quality assurance

PRINCIPAL DUTIES AND RESPONSIBILITIES

Incumbent must have the skills, ability and judgment to perform the following essential job duties and responsibilities with or without reasonable accommodation:

- Codes medical bills into the bill review system with speed and accuracy, checking for appropriateness and medical necessity of services rendered, and maintaining company production standards related to quantity and quality of output
- Uses CPT and ICD-9 codes, fee schedules, guidelines established by the company, and other resource materials to determine appropriate reimbursement of billed services, including applicable fee schedule and/or re-pricing rationale
- Audits and re-codes as needed, bills input by other bill analysts
- Reviews special procedural bills, including medical-legal, inpatient hospital, surgical and other complex services
- Forwards to staff nurse all unusually complex consultations and multiple surgery bills and/or unidentifiable unlisted procedure numbers
- Meets client account expectations regarding turn around time and specific processing requirements
- Maintains familiarity with workers' compensation regulations on a multi-state basis as required to meet account assignment expectations
- Analyzes and reports on types of errors made by bill analysts
- Serves as account representative in communication with clients and providers
- May specialize in state specific or client specific areas of responsibility, or in areas such as customer service
- May function as a lead position to monitor the workflow and other issues within a group
- Answers questions from less experienced bill analysts. As part of continued training, may translate the significance and practical application of updates for the staff to comprehend
- May assist with implementation of workers' compensation fee schedules on a national basis through input to Research and IT departments
- May assist programming staff through the development of new products or enhancements
- May assist in receiving new bills, mailing processed bills, printing, collating and distributing processed work as needed

ESSENTIAL JOB REQUIREMENTS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school degree or GED equivalent
- California Medical Bill Review Designation
- Minimum of three years data entry/medical billing experience
- Additional experience of six months bill review in the company system, or additional medical background
- Experience with multi-state fee schedule, medical legal fee schedule, inpatient facility and PPO contracts
- Excellent knowledge of CPT and ICD-9 coding and fee schedules, including previous and current California fee schedule
- Knowledge of workers' compensation regulations
- Good comprehension of company software system process
- Good computer and data entry skills
- Ability to work in a high production environment
- Ability to problem-solve and communicate findings with others, both verbally and in writing
- Ability to assess production and make/recommend changes to ensure timely review of medical bills
- Prior experience reviewing and adjusting bills to the Workers' Compensation Fee Schedule and applying PPO discounts

This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.