



Physician Coverage Services, P.C.
2700 Robert T Longway Blvd
Suite B
Flint, MI 48503

Interested candidates submit cover letter and resume to:

Josh Lord
Director of Operations
jlord@mihealths.com

Billing Specialist Job Description

The billing specialist is essential to the revenue recognition team at Michigan Health Specialist. The individual in this role will utilize EMR-driven workflows to efficiently process, capture, and collect revenue from patient and ancillary services. Additionally, this person will be a strong communicator and educator, capable of coaching providers and peers on best practices/opportunities to improve outcomes. Attention to detail, focus and analytic skills, and a willingness to share and teach are essential skills for the billing specialist.

In essence, this person will be a goal-oriented, revenue-driven, highly accurate and motivated biller.

The billing specialist will possess the following characteristics:

- Reputation for professionalism, curiosity, and work ethic
- Strong communication skills and a commitment to internal and external service/satisfaction
- Proficiency using EMR systems and clearinghouse databases to maximize the pace and flow of revenue recognition
- Organized, accurate, efficient, on-time, outcome-focused
- Ability to accurately post all assigned insurance payments
- Timely follow up on insurance claim denial, exceptions or exclusions, and response to patients/staff/providers
- Efficient management of hospital charges
- Comprehension of and ability to utilize explanation of benefits
- Ability to enhance performance in unpaid claims/accounts receivable
- Strong relationship-building skills, especially within billing team
- Maintains strict adherence to confidentiality standards, and HIPAA guidelines/regulations

The billing specialist will possess at a minimum the following qualifications:

- Knowledge of medical billing, as demonstrated by the completion of a billing certification program or related medical office/health care experience
- Proficient at using EMR systems, databases, and business office equipment/tools
- Reputation for the ability to establish and maintain effective working relationships teammates/patients/peers
- A demonstrated track record for detail and organization

Assessing Performance

The five primary areas for performance evaluation will include:

- Ability to process billings and capture revenue in an efficient, timely manner
- Utilization of best-practice EMR workflows
- Impact on delinquent accounts/accounts receivable
- Strength of educating peers and providers on best practices to maximize billing outcomes
- Enhancing and embodying The MHS Experience

30 Day Performance Expectations

- Accurately posting all assigned insurances payments
- Timely follow up on insurance claim denials

60 Day Performance Expectations

- Using Epic and EMR tools to manage and collect for hospital charges
- Measurable impact on accounts receivable/delinquent accounts

90 Day Performance Expectations

- Capable of responding independently to inquiries from insurance companies, patients, staff, and providers
- Strong relationship to team and connectedness to MHS vision and expectations

This description does not reflect all possible duties, tasks, and expectations. Michigan Health Specialists reserves the right to modify this job description. This role may require overtime.