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Laboratory Billing Specialist

The Laboratory Billing Specialist is responsible for ensuring accurate and timely billing for laboratory services. This position verifies patient demographics and insurance information, reviews laboratory charges for accuracy, resolves billing issues, and works collaboratively with the laboratory, registration, and revenue cycle teams to ensure appropriate reimbursement while maintaining compliance with all applicable regulations.

The Laboratory Billing Specialist reports to the Director of Revenue Cycle.

Supervisory Duties: None

Duties/Responsibilities:

- Support and practice the Mission, Vision and Values of Ruby Valley Medical Center.
- Review and submit laboratory charges accurately and timely.
- Verify patient demographics, insurance coverage, and billing information prior to claim submission.
- Ensure laboratory services are billed using appropriate CPT, ICD-10, and HCPCS codes when applicable.
- Identify, investigate, and resolve billing edits, claim denials, and payment discrepancies.
- Work with providers, laboratory staff, and the revenue cycle department to correct billing errors and missing documentation.
- Monitor laboratory billing reports to identify trends and opportunities for process improvement.
- Respond to patient and insurance inquiries regarding laboratory charges in a professional and timely manner.
- Maintain compliance with Medicare, Medicaid, commercial payer guidelines, HIPAA, and organizational policies.
- Assist with audits and provide supporting documentation as requested.
- Maintain current knowledge of laboratory billing regulations, coding updates, and payer requirements.
- Perform other duties as assigned.
- Other duties as assigned.

Minimum Qualifications and/or Licensure:

- Healthcare experience preferred
- High school diploma or equivalent required
- Associate degree in related field preferred

Knowledge and Skills Required:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Regulatory guidelines
- Excellent organizational skills and attention to detail.
- Knowledge of departmental policies and procedures
- Confidentiality and patient rights
- Knowledge of medical terminology
- Knowledge of anatomy preferred

Physical Requirements:

- Sitting, standing, bending, reaching
- Moderate lifting of less than 20 pounds

Signature: _____ **Date:** _____

Print Name: _____