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**Twin Bridges Clinic**  
104 S. MADISON ST.  
TWIN BRIDGES, MT 59754  
PO BOX 352  
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fax: (406) 684-5547



## Medical Biller

The Medical Biller thoroughly reviews and verifies all insurance information necessary to complete third party payer requirements. Submits claims electronically or by mail when necessary to all payers listed. Posts third party payments on patient accounts. Follows up in a timely manner on unpaid claims through phone contact or written correspondence. Works with insurance companies and the patient to ensure that claims are filed and paid correctly by all payers. The Medical Biller 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.
- Greet and assist all customers in a prompt and professional manner.
- Maintain/organize medical records in HER in order to ensure completeness and accuracy.
- Communicate effectively with providers to clarify diagnoses, procedures coding, and other requirements.
- Verify/obtain insurance data; contact patient or employer to obtain necessary billing information.
- Submit claims electronically or manually with all required correspondence to ensure payment.
- Maintain accuracy in processing claims by auditing, editing, and reviewing claims before submission to eliminate rejection, resubmission, and other problems.
- Process denials.
- Do claim follow-up review according to aging reports by payer.
- Audit credit balances and make appropriate adjustments.
- Document all conversations with patients, third party payers, etc. in the note file.
- Handle phone inquiries on billing issues.
- Audit statements to financially secure patient accounts.
- Provide information on RVMC financial policy.
- Make appropriate payment arrangements with all self-pay and balance after insurance.
- Display a courteous, helpful approach when dealing with patients, visitors, and staff.
- Communicates with and keeps supervisor informed regarding billing issues, complaints from patients, departments, providers, etc.
- 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:** \_\_\_\_\_