

## **NASHUA REGIONAL CANCER CENTER**

### **POSITION DESCRIPTION**

**TITLE:**        **Billing Associate**

**REPORTS TO:**    **Executive Director/Assistant Director**        **DATE: 6.2019**

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#### **POSITION SUMMARY**

The Billing Associate ensures the daily management of patient accounts in accordance with the established standards of practice, regulatory agencies, as well as those of the Nashua Regional Cancer Center.

#### **RESPONSIBILITIES**

1. Effectively organizes the daily workload and establishes priorities including rectifying any related problems.
2. Demonstrates good judgement concerning confidential or sensitive matters.
3. Is responsible for verification of benefits for new and returning patients.
4. Responsible for ensuring insurance authorization is received prior to treatment date.
5. Monitors dates for authorizations to ensure compliance.
6. Submits bills to the respective payers within one week of service date.
7. Corrects billing or charge entry errors upon detection and adjust bills and reissues as appropriate. Ensures code capture.
8. Responds to all walk-in & telephone inquiries regarding any bill in a courteous, cooperative, and professional manner.
9. Monitors all overdue accounts and reissues bills according to established time schedule and collection procedures.
10. Compiles monthly billing reports and statistics as requested.
11. Maintains current knowledge of State and Federal regulations pertaining to the processing of patient accounts.

## QUALIFICATIONS

High School Diploma or higher

Experience in medical billing

Competent in Microsoft Office products

Coding experience a plus