

# Position Description

## MEDICAL BILLING ANALYST

### MISSION STATEMENT

Confirm and coordinate health insurance benefits to optimize health and automobile insurance payments for treatment related to the injuries arising from their legal claims.

Use this understanding to maximize the recovery for our clients.

Verify balances due to providers insuring disbursement is accurate.

### RESULTS / OUTCOMES (What you must get done.)

Maintain accurate records of all bills, payments and the remaining balances due to facilitate negotiating discounts by disbursement staff, paralegals and attorneys thus maximizing recovery for our client.

Proportionately contribute to overall client satisfaction and firm revenue goals.

### DUTIES / RESPONSIBILITIES

- Review bills for relatedness, discrepancies, and completeness.
- Coordinate benefits with available insurance including but not limited to Med Pay, Health Insurance, Medicaid, Medicare, Veterans Benefits and other Federal and State programs.
- Open claims and submit necessary documents for Medicare and Medicaid benefits.
- Contact Medical Providers and request they submit bills to appropriate sources for payment.
- Verify that payments available from insurance companies and other sources are credited to the Client's account.
- Dispute unrelated claims.
- Maintain the client's Medicare portal.
- Record each individual payment in the Client's Needles Value Tab.
- Call and verify balances due from providers within 10 days of receiving final bills.