

FINANCIAL AND BILLING COORDINATOR

TITLE: FINANCIAL AND BILLING COORDINATOR

JOB NO:

DEPT NO:

SUPERVISOR: CANCER CENTER ADMINISTRATOR

FUNCTION: Responsible for ensuring all charge entry, coding, and reimbursement activities including securing, maintaining and distributing the most current coding information and implementing changes.

ESSENTIAL JOB FUNCTIONS:

1. Ensures cancer center staff is updated on most recent billing and coding requirements.

STANDARD: Routinely reviews local, state, and federal requirements for medical and radiation oncology billing and educates staff to most accurate procedures.

2. Pre-registers all new patients.

STANDARD: Obtains all appropriate information necessary to perceptively screen patients, obtain all relevant medical data, and provide directions and other information to patients.

3. Oversees pre-certification of patients.

STANDARD: Oversees chart coordinators in the pre-certification of patients. Oversees the contacting of insurance companies, referring physicians, etc., and obtaining certification to provide services to the patient.

4. Reviews all accumulated charges prior to entry into the information system.

STANDARD: Ensures that correct coding is accumulated throughout the process of a patient visit prior to ordering information into the information system. Makes appropriate changes and educates personnel on the appropriate utilization of codes.

5. Keys information into information system and produces billing material.

STANDARD: Ensures that all information must be entered accurately.