

# MMBS

## Job Description Form

JOB TITLE: Insurance Coder	REPORT TO: Client Manager
JOB CLASS: Clerical	CLIENT/HOSPITAL:
DEPARTMENT:	EMPLOYMENT STATUS: Full-time, Non- Exempt

### I. Position Summary:

Responsible for preparing Client charts to be coded and insurance forms to be mailed out. Responsible for daily chart retrieval, identifying correct doctor, financial class and insurance company, verifying eligibility and claims information.

### II. Essential Job Functions:

Following is a list of the essential duties and responsibilities required of this job, as well as an approximation of the percentage of time spent performing each task group. The tasks and the time spent performing each task may vary as business needs require. Target quota information is included if it is a performance measure. Marina Medical Billing Service maintains the right to modify job duties and responsibilities at its discretion.

- Responsible for all charts for assigned client
- Responsible for locating doctor information on chart
- Responsible for verifying eligibility and correct claims address
- Printing dictations
- Running POS slips for Medi-Cal insurance
- Insurance updates sent from the hospital
- Keeping the missing chart list up to date
- Other responsibilities as assigned and/or needed

### III. Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the **minimum** knowledge, skills and abilities required. Employees who do not possess the requirements for a job at time of hire or transfer/promotion are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon in writing, with the hiring manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Employees will follow any other instruction, and perform any other related duties, as may be required.

- Ability to file alphabetically and numerically
- Ability to multi-task
- Ability to use copy and fax machines
- Ability to correlate documentation for every charts
- Knowledge in running POS device
- Good communication skills
- PC skills: AS400 is a plus

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### VI. Education & Experience:

- One year experience with general office skills
- High School Diploma/GED

### V. Physical Dimensions:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ADA Requirements:	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to read reports and use computer				X
<b>Hearing:</b> Must be able to hear well enough to communicate with co-workers and staff.				X
<b>Mobility: Standing &amp; Walking</b> Must be able to move around on foot to make copies, deliver charts, and attend department & staff meetings.				X
<b>Climbing/Pulling/Kneeling:</b> Must be able to pull charts out off filing cabinets. Use stool if needed. Kneeling is required when pulling charts at ground level.		X		
<b>Lifting/Pulling/Pushing:</b> Must be able to lift charts out off filing cabinets. Use stool if needed. Pushing and pulling is required for all door ways, cabinets drawer		X		
<b>Fingering/Grasping/Feeling:</b> Typing on keyboard, dialing on phone, writing, and holding small office supplies.			X	

\_\_\_\_\_  
Employee's Name (Print)                      Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Manager/Supervisor's Name                      Date

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Manager/Supervisor's Signature