Ophthalmic Biller & Coder/Medical Assistant

General Description of the Job Class
Assist Eye Institute physicians and other support personnel to obtain payment for services provided, perform history and diagnostic tests necessary for evaluation of patient eye problems, and assist in scheduling surgery.

Duties and Responsibilities of this Level
Note: Most of the Billing and Coding will be done electronically by the physicians using computer software. The following may apply at times:

- Reviews medical record documentation to identify all services provided by physicians
- Assigns appropriate CPT-4 procedure code(s) to accurately report the physician services provided to patients
- Assigns appropriate ICD-9 diagnosis code(s) to accurately support the need for each physician service
- Assists with the submission of billing data
- Obtains and submits copies of medical documentation with physician charges to support billing to third-party payors
- Identifies physician services provided, but not adequately documented in the medical record. Advises supervisor and clinicians of deficiencies to support charge capture of all billing services
- Analyzes and resolves physician claim rejects and denials from the billing system or insurance carriers related to coding issues
- Assists with physician billing and documentation training in daily interactions with physicians and other routine training sessions
- Compiles monthly reports as requested
- Identifies trends/problems in medical documentation and department request issue and recommends possible solutions.

When not assisting with billing/coding responsibilities:
Perform preliminary screening examinations for physician review including, but not limited to, visual acuity of patient, with and without glasses, for distance and near vision; obtain optical and lensometry measurements to determine lens prescription and correct acuity problems with manifest refraction; record findings in patient's record.
Obtain topographical measurements of the eye to include corneal diameter and curvature; assist the physician to fit patients with contact lenses; instruct patients on the proper techniques used in caring for, inserting and wearing contact lenses.
Direct the flow of patients examined by an Eye Institute physician; obtain medical and personal data for patient charts; arrange for laboratory and other tests, ophthalmic photography, outpatient studies and patient admissions and surgery as requested by physician; alleviate patient and family concerns by explaining diagnostic procedures and method of treatment. Call to check on patients after they have undergone surgery.
Maintain, care for (and at times, calibrate) all instruments used including, but not limited to lensometer, keratometer, clean and stock consultation rooms with medications and other supplies as needed.
Sterilize and set up instruments for ophthalmic surgical procedures; assist with minor office surgery, laser treatments and operating room surgery as required.
Assist the physician in the preparation of routine microbiological specimens and in various research studies. Perform other related duties incidental to the work described herein.

Required Qualifications at this Level

Job Type:
Full-time, Experienced (Non-Manager)

Education:
High School Diploma or GED; Medical Terminology Class desirable; working knowledge of CPT-4 and ICD-9 coding and modifier use, knowledge and/or experience in a health care setting a plus; in-depth knowledge of third-party payer reimbursement policies and procedures a plus; willingness to maintain expertise to keep current with
changes in procedure and diagnoses coding and third-party payor reimbursement policies through continuing education; will be provided with opportunity to attend coding seminars/meetings to keep abreast of changes in the profession.

**Experience:**
None required above education/training requirement.

**Degrees, Licensure, and/or Certification:**
N/A

**Knowledge, Skills, and Abilities:**
Basic computer skills desirable; Spanish language skills desirable; Excellent ability to listen effectively and communicate constructively; a friendly, welcoming personality with neat, well groomed appearance; a firm understanding of time-constraints relative to patient scheduling; detailed and accurate; an appropriate sense of responsibility toward patients and practice, solutions-oriented problem solving and follow-through; respectful of the confidential nature of medical information

**Salary:**
Based on Experience

**Benefits:**
Vacation, Sick Time, Holidays (other benefits may be added at a later date)

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.*