



Marshall B. KETCHUM UNIVERSITY

Senior Billing Analyst

JOB SUMMARY

The Senior Billing Analyst (SBA) is an individual with extensive experience in billing, coding, and interfacing with providers, third party payers and patients. The SBA role is vital in the financial viability of the clinics. The SBA will report directly to the Associate Dean for Clinics and work with the Director of Clinical Services for the benefit of the clinics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Experience and Knowledge working with Compulink Ledgers, Posting, and Claims Processing.
- Assess and Scrub all claims prior to submission.
- Review all returned claims and correct errors or missing information.
- Work with Clearing house for expedient processing
- Verify insurance coverage as required.
- Obtain insurance information and pre-authorize services/materials as required.
- Responsible for all insurance billings and special billings as assigned which includes:
 - account resolution and reconciliation
 - complete all phases of problem solving and targeting potential complications on an account.
- Post payments accurately and reconcile all accounts.
- Post co-management checks as required.
- Print and mail statements 1st of each month.
- Responsible for accounts receivable follow-up, collection procedures including follow through to ensure accuracy and timeliness.
- Meet with Associate Dean for Clinics weekly to review:
 - Accounts Receivables.
 - Patterns of incorrect billing.
 - Delinquent payers.
- Initiate patient and insurance refunds as appropriate.
- Work with Director of Clinical Services regarding Grants and Collection Accounts
 - Contact patients regarding past due account;
 - Process patient files for collections
 - Work with DCS and Accounting Department to write-off bad debt at the end of the year.

- Maintain forms and procedure manuals for all insurance carriers and special billings.
- Assist faculty and support staff with insurance questions.
- Assist Patient Relations and Optical staff with proper entry of insurance charges.
- Balance and prepare daily bank deposits for UECKH.
- Conduct Billing and Coding Seminar as needed.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of business and accounting principles and processes.
- Proven track record of billing.
- Experience and Knowledge working with Compulink Ledgers, Posting, and Claims Processing.
- Mid-level understanding of computer systems.
- Working knowledge of Microsoft Word, Excel and Open Office.
- Knowledge of Crystal Reports.
- Ability to communicate effectively verbally and via email.
- Ability to type at least 40 wpm.

Under general supervision, performs routine but varied tasks according to standard procedures. Helps prepare reports of varying complexity. Will verify, adjust, process claims, bills, invoices, and vouchers. Tasks require discernment, and independent decisions. Will do limited typing and/or filing. Will assist with inputting patient, student, or other records into computer software. Other tasks as assigned by the Associate Dean or Director of Clinical Services.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- High School Diploma or GED.
- Preferred Associates Degree or higher in Business or equivalent field of study.
- Certified Biller Preferred.
- 5- 10 Years of Medical or Optometry Billing Experience.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.