



Charge Entry Representative

Position Overview

This position is responsible for entering charges through an EMR system, Superbills and scan cards. Knowledge of CPT and ICD-10 coding is required. Detail orientation a must to complete work quickly and accurately.

Essential Functions

- Upload scan cards
- Hand post from Super Bills
- Process charges for assigned provider within 48 hours of receipt
- Scrub/check accuracy charges to include modifiers, diagnosis codes, CPT codes, insurance information, referring physician, and authorizations
- Notify Supervisor of any pattern of errors
- Implement deficiency process
- Enter minimum of 400 charges a day
- Adhere to all HIPAA guidelines and regulations

Competencies

- Able to act independently in productivity-based environment
- Strong interpersonal and communications skills to work successfully in a team-oriented environment.
- Give focused attention to detail
- Able to prioritize workload and move readily from task to task.

Education Requirements:

- High school graduate
- Must agree to take and pass coding course by 12 months post-hire

Required experience:

- Must have at least 1 years' experience to be considered for this position.
- Knowledge of CPT and ICD-10 coding
- Computer Skills