



## **JOB DESCRIPTION**

**JOB TITLE:** Superbill Processor

**DEPARTMENT:** Business Office

**SUPERVISION RECEIVED:** Reports to Business Office Supervisor

**SUPERVISION EXERCISED:** None

**JOB SUMMARY:** The Superbill Processor reviews superbill charges prior to data entry or electronic posting and applies CPT and ICD-10 coding rules, proceeds with appropriate charge posting processes, and reconciles charge summaries for daily balancing.

### **ESSENTIAL FUNCTIONS:**

1. Gather paper superbills from various areas throughout the office
2. Review and prepare superbills for manual charge entry or posting electronically
3. Edit superbills by applying appropriate CPT and ICD-10 coding rules
4. Review provider notes and chart information to obtain any necessary clarification for accurate charge posting
5. Query providers when necessary to clarify information for charge posting
6. Keep current with CPT and ICD-10 coding rules
8. Comply with all rules, regulations and procedures of the practice
9. Comply with all policies and procedures of the Practice Compliance Program
10. Any other duties assigned by the Business Office Supervisor

### **REQUIREMENTS:**

Medical terminology

CPT and ICD-10 coding knowledge

Knowledge of insurance coding and billing regulations

### **PHYSICAL DEMANDS:**

Essential functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring, repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

***This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.***