



British Virgin Islands Health Services Authority

Vacancy Notice #13 of 2024

BILLING, CODING & INSURANCE OFFICER

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants for the position of **Billing, Coding & Insurance Officer**. The Billing, Coding and Insurance Officer is tasked with the responsibility of ensuring that invoices are produced in an accurate and timely manner in accordance with the policies and procedure of the BVIHSA. Correctly code, prepare, submit and follow up on insurance claims and preauthorization. Ensuring that effective communication with internal departments and patients are met while providing an excellent customer service experience.

PRIMARY DUTIES & RESPONSIBILITIES (included but not limited to):

1. Prepare and generate finalized bills for all patients.
2. Correctly apply deposits and insurance co-payments to invoices to commensurate with the cost of services provided.
3. Conduct account checks; revisit accounts under 30 days by checking for late charges and duplications periodically and follow-up for payments.
4. Ensure that all relevant documentation for each patient is recorded in MEDITECH.
5. Demonstrate the ability to correctly code pre-certifications for inpatient and outpatient services.
6. Audit insurance claims submitted from all locations for accuracy and completeness.
7. Prepare and submit electronic claims to NHI, and manual claims to all other local private insurance providers.
8. Update and maintain insurance tracking log for all claims submitted.
9. Monitor rejected and returned insurance claims and Explanation of Benefits (E.O.B.'s); make necessary adjustments and resubmit in a timely manner.
10. Prepare and submit Social Security Maternity Benefit claims by the eighth (8th) of each month.
11. Demonstrate the ability to collect patient demographics and insurance accurately and enter information into MEDITECH to ensure that patients are correctly billed.
12. Perform billing and bookkeeping functions ensuring that the Unit logs are accurately updated.
13. Provide excellent customer service by interacting with patients in a professional empathetic manner. Answer the telephone with a courteous and professional tone.
14. Maintain established departmental and institutional policies and procedures.
15. Assist in Admissions and Cashier functions when necessary.
16. Work collaboratively with all members of Clinical, Administrative staff, and Management Team to function as a cohesive and professional Unit.
17. Ensure that an accurate accounting of daily duties are reported by preparing and submitting daily Activity Log at the end of each shift.
18. Attend all mandatory in-house trainings and meetings as required by Administration.
19. Maintain privacy of patient information and consistently demonstrate a high level of professionalism.
20. Perform any other duties that may be assigned

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MINIMUM REQUIREMENTS:

Educational/Training Requirements/ Experience:

- ❖ Certification in Medical Billing & Coding.
- ❖ Associate degree in business administration
- ❖ Three (3) years related experience.

Knowledge, Skills and Abilities:

- ❖ Computer literate with the ability to learn HIS applications.
- ❖ Knowledge of Medical Billing & Coding.
- ❖ Knowledge of Human Terminology & Human Physiology.
- ❖ Sound knowledge of BVIHSA policies and procedures including Labour Code, Employee Handbook, and Code of Conduct Regulation.
- ❖ Sound knowledge of BVIHSA structure and functions.
- ❖ Sound knowledge of computer applications including word processing and spreadsheets (Microsoft word and excel).
- ❖ Sound interpersonal, organizational and analytical skills.
- ❖ Excellent written and oral skills.
- ❖ Sound knowledge of BVIHSA Cash Handling policies and procedures.

Physical Demands:

- ❖ The physical demands are minimal and typical of similar jobs in comparable organizations.

Work Environment:

- ❖ The work environment is representative and typical of similar jobs in comparable organizations.

SALARY: \$27,216.00 - \$35,376.00 (Commensurate with qualifications and experience)

CLOSING DATE: 24th April, 2024

To apply, please send curriculum vitae (resume) and letter of application to:
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands
E-mail address: employment @bvihsa.vg