

Job Title: Drug Administration Charge Entry Specialist

Reports To: Business Office Manager,
Assistant Business Office Manager &
Business Office Lead

Department: Business Office

Date: January 2022

Rev.:

FLSA: Non-Exempt

Job Overview:

The Drug Administration Charge Entry Specialist is responsible for daily charge review and charges keying for drug administration services. Will be responsible for coding/billing accuracy and timely charge posting for billing.

Job Duties and Responsibilities:

Including, but not limited to, the following:

- Daily release of charges from Transact OE Charge Review for waypoint disbursement
- Work charges from assigned waypoint(s)
- Review charges in OncoEMR (e.g., MAR, Superbill) for accuracy of listed billable items on Lynx Mobile tickets
- Review Lynx Mobile tickets and Daily Visit List for the capture of any missed charges
- Daily review of Patient Assistance Program replacement drug list to prevent replaced drugs from being billed
- Release ready to bill charges from Transact into Centricity and approve charges
- Add prior authorization information as needed
- Review all claims in failed lines in Centricity and correct errors as needed
- Notify charge nurses of billing that requires correction in OncoEMR
- Maintain spreadsheets of all billing queries with timely follow-up
- Work closely and professionally with the charge nurse
- Maintain patient and clinic confidentiality
- Adheres to clinical standards, policies, and procedures
- Perform all related duties as required by Business Office Manager, Assistant Business Office Manager, and Business Office Lead

Knowledge, Skills, and Abilities:

- Knowledge of g4/PM System, OncoEMR, & Lynx Mobile
- Proficient in computer skills
- Communicates clearly and concisely
- Ability to work independently and as part of a team
- Demonstrates attention to detail
- Strong knowledge of medical terminology
- Demonstrates professionalism in appearance/dress code
- Knowledge of ICD-10-CM, HCPCS, and CPT codes

Education and Experience

- High School Diploma or equivalent
- Minimum of 1-2 years of medical office experience preferred

Physical Demands:

- Will require extensive desk use and computer use
- Light lifting may be required

I have read the job description above and I have knowledge, skills, and abilities to perform the job duties as described with or without a responsible accommodation.

Employee Signature: _____ Date: _____