



**POSITION:** Charge Entry Representative

**DEPARTMENT:** Billing

**REPORTS TO:** Billing Manager

**JOB SUMMARY:** Responsible for daily entry of office visits and surgery charges for a large Ophthalmology Practice. This is a remote position.

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED certificate
- Two years minimum experience entering medical charges required.
- Knowledge of NextGen software preferred.
- Billing and Coding Certification in Ophthalmology preferred.

**ESSENTIAL SKILLS AND ABILITIES:**

- Ability to read and interpret a fee ticket.
- Data entry: minimum 45-lines per hour.
- Knowledge of Medical terminology and Coding.
- Attention to detail
- Strong organizational skills
- Ability to manage and process a high volume of work
- Ability to retrieve data from Ebridge software, comfort level with technology
- Ability to work as a team player
- Knowledge in Microsoft Office (Word, Excel)
- Comfortable using office equipment

**RESPONSIBILITIES:**

Kathleen Leone, MD, FACS  
Matej Polomsky, MD

Christopher Covington, DO  
Alan Oester, Jr, MD, FACS

Travis Jenkins, MD  
Melissa Shipley, MD, FAAP

Robert van der Vaart, MD  
Samantha Watson, MD

George Escaravage, MD, FACS



- Key charges for office visits, minor procedures, and surgery charges for 24 providers following standard guidelines for coding and billing, as well as internal billing guidelines.
- Task any charge discrepancies to billing team for resolution.
- Review Claim Production Status Report daily and resolve errors.
- Review Availity Error report daily and resolve errors.
- Review tasks daily and complete charge entry according to responses.
- Transfer surgery prepayments to surgery encounters once charges are entered using billing guidelines.
- Apply encounter credits to appropriate service as indicated on the fee tickets.
- All other duties as assigned

**PHYSICAL DEMANDS:**

- Must be able to talk on the phone to staff, leaders, physicians and patients.  
Must be able to work in different conditions (different noise levels, lighting levels, be able to stoop, bend, reach and lift up to 25lbs).

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