

Medical Business Associate Career Path Progression and Key Skills

Basic Medical Office Skills

- * Data Entry
- * Fax/Copier
- * MS Office
- * Medical Office software
- * Post Payments/Charges
- * Medical Records filing
- * Medical Terminology
- * Cashiering/Math Skills
- * HIPAA/Confidentiality
- * Insurance billing & Coding
- * Multi-line phone
- * Communication skills
- * Team Work
- * Ability to Prioritize
- * Customer Service

Billing Associate

- * Billing Software
- * CPT & DX Codes
- * Insurance forms
- * Insurance terms
- * Medicare/Medicaid
- * Fee schedules
- * Medical Coding
- * Payments & charges

Patient Services Associate

- * Check in patients
- * Schedule appointments
- * Update computer database
- * Verify appointments
- * Chart Preparation
- * Verifv Benefits

Medical Collection Associate

- * Identify delinquent accounts
- * Handle patient inquiries
- * Create collection letters
- * Billing practices & Co pays
- * Conduct account follow-ups
- * Formal collection procedures
- * Fair Credit Reporting knowledge
- * Research patient billing complaints

Medical records Associate

- * Pull charts
- * Organize and file charts
- * Create new charts
- * Update chart labels

Certified Professional Coder

Business associate supervisor

Accredited Records Technician

Site Manager

Practice Administrator

