



ABCT, Inc careers

Medical Billing & Collection Specialist

Roseburg, OR

Full-time

POSITION: Medical Billing & Collections Specialist

HOURS: Monday- Friday; 30 hrs/week

REPORTS TO: Billing & Collections Department Manager

Position Definition:

Primarily responsible for providing accurate and timely medical claims billing and collections to physicians. Process and review each claim for accurate diagnosis and procedure codes. Maintain a good understanding of the payments posting and adjustments, Submit secondary or tertiary insurance claims for co-payments, deductibles, referrals and/or allocation changes. Provide follow up on insurance denials, claim-response letters and unpaid accounts. Ensure the entire insurance process is completed to assure the collections of monies due. Make effective decisions by analyzing and considering priorities.

May be assigned special projects or duties as assigned by Manager.

Essential Functions, Duties and Responsibilities:

- Demonstrate and keep up-to-date on all regulatory changes affecting professional coding.
- Work insurance accounts by month & calendar year for timely filing requirements.
- Work patient accounts, with no insurance by date of service.
- Perform follow up and collections work with insurance companies and other third parties on open accounts.
- Review and contact patients prior to forwarding outstanding balances to the collection agency.
- Ensure accurate quality patient medical records and appropriate codes for diagnosis are being used and matched with correct ICD-10 and CPT/HCPC codes.
- Balance reconciliation at the end of each day
- Quality customer service to patients, providers, and carriers that reflects professionalism.
- Responsible for the performance of multi-skilled functions and processes to maximize the collection of gross annual revenue.
- Work collaboratively with other team members to ensure that best practices are followed.
- Adhere to all state and federal regulations as they relate to the position, including but not limited to HIPAA and Fraud and Abuse.

Requirements:

- High School Diploma.
- Certified in Medical Billing and Coding is a plus.
- Working knowledge of Medicare, Medicaid and private insurance billing and reimbursement processes.
- 3+ years in medical billing and collections experience or educational equivalence.

- Strong verbal and written communication skills when working directly with physicians, patients and insurance company representatives.
- Problem solving abilities is a must.
- Prioritization of duties, ability to multi-task and manage time wisely.
- Proficiency in Microsoft Office products; experience with Centricity billing software is a plus.
- Collaborative team player with strong analytical, technical, and problem-solving skills.
- High level of accuracy and attention to detail.
- Ability to multi-task and independently prioritize work to meet deadlines.
- Strong work ethic and excellent attendance background.

Candidate must possess all the following attributes:

- Mature, balanced demeanor
- Excellent analytical skills
- Able to take direction
- Enjoys working with customers
- Professional, positive communication
- Detail oriented
- Ability to work with minimal supervision
- Can keep a timely schedule
- Team player
- Good organizational skills
- Professional
- High degree of accuracy
- Excellent problem-solving skills

Physical Requirements:

- Prolonged sitting of up to two hours continuously
- Stooping, lifting, and bending
- Ability to lift 5-10lbs frequently and up to 20lbs on occasion

Our competitive benefits package includes: Vacation, Sick Leave, seven paid Holidays, Medical, Dental, Life, Short and Long-Term Disability Insurance and Retirement Plan (401k and Profit Sharing).

Posted 26 days ago

Apply Now

© 2019 ABCT, Inc
Powered by Indeed.com