

Billing Representative

This position is responsible for the reviewing current patient and insurance accounts for timely payments, resolving claim issues, reviewing accounts for collection turnover, and verifying insurance coverage and benefits.

Billing Representative Duties

- Review daily charges on fee slips for visits and surgeries for accuracy and bills to insurance
- Daily reviews Workflow Dashboard for denied claims that need to be corrected, adjusted, resubmitted and appealed.
- Handles all computer messages, telephone calls and correspondence from insurance companies and patients in a timely manner.
- Contacts insurance companies to inquire about open claims.
- Complete appeals process for denied or incorrect claims.
- Submits claims to secondary insurances for processing.
- Calls patient accounts regarding **outstanding** balances.
- Reviews, identifies and assists in the preparation of accounts to be referred to a collection agency.
- Contacts patients, physician offices or the hospital to obtain additional billing information to process claims.
- Verify insurance benefits.
- Follow up on patient balances, payment plans as needed.
- Other duties as assigned by management.
- Compliance with HIPAA, OSHA Regulations.

Required

- High School or GED graduate. Medical Billing and Coding Certificate.
- 1-2 years medical billing experience.
- Strong ethical and moral character references
- Good computer skills
- Accuracy
- Attention to detail
- Timeliness
- Organization
- Low degree of supervision needed to accomplish tasks
- Strong follow through
- Ability to multi-task and think pro-actively
- ***Willingness to undergo a preemployment drug screen and background check***

Preferred

Typing of 40 w.p.m. Or more with accuracy and neatness, knowledge of Microsoft Word or Word Perfect, medical terminology, CPT 9 and ICD 10 - coding, experience with handling insurance company requests and questions (pre-certifications/pre-authorizations). Must enjoy working with the public, must be pleasant with the patients, thorough with attention to detail and be a team player