



Billing Specialist

We are expanding and growing our Revenue Cycle team! Take the first step towards a career you love and apply to our Billing Specialist position today!

Job Responsibilities

- Prepare and submit claims to third party insurance carriers either electronically or by hard copy.
- Secure needed medical documentation required or requested by third party insurances.
- Review claim edits in host system or clearinghouse and resolve so claims can be submitted
- Keep up to date on guidelines for billing, by payor
- Work claim rejections from the clearinghouse and payor files
- Track and monitor unbilled claims, partnering with clinicians and other stakeholders to resolve in a timely fashion
- Make necessary updates to patient accounts so that claims can be appropriately billed
- Understand and comply with all HIPAA regulations
- Keep updated on all billing and insurance changes for third party insurance carriers.
- Monitor claims for missing information and authorization/control numbers.
- Maintain third party billing logs.
- Assure documentation follows regulatory agency requirements and best practices.
- Communicate any trends or issues regarding billing to leadership
- Other duties as assigned.

Job Qualifications

- High School Diploma or equivalent required
- Self-motivated and self-directed
- Proficient computer skills including Microsoft Office and knowledge of billing software preferred
- Bachelor's degree in accounting, health care administration, finance, business, or related field preferred
- 2 years previous experience as a medical biller or in a related healthcare administrative position preferred
- Medicare experience a plus
- eClinicalWorks experience a plus