

Medical Billing Specialist

Physicians Immediate Care
Job Location: Pittsburgh, PA
Full Time

JOB SUMMARY:

Our Healthcare organization is seeking experienced Medical Billing Specialists to join our team. The ideal candidates will have a strong background in Medical Billing. Specialists will report directly to one of the Team Leads and the Billing Manager. This position is responsible for reviewing all applicable systems including practice management (PM) system, electronic health records (EHR) system, and online payer portals. Position is 95% remote after in office training, subjected to change based on business needs.

ESSENTIAL FUNCTIONS:

Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards. Provides all internal and external customers of Physicians Immediate Care with an excellent service experience by consistently (1) supporting the Company's goals and mission, (2) following all Company policies and procedures, (3) providing quality customer service, and (4) following safety standards in performing all aspects of the functions below.

- Research all information needed to complete the billing process including getting charge information from Physicians and Providers
- Reviews and adds charge information into data entry program and/or processes electronic data batches and produce billing
- Prepares and submits clean claims to third party payers either electronically or by paper
- Check patient's eligibility for Medicare patient via the Medicare site or via Real Time Eligibility
- Maintains required billing records, reports, and files
- Maintain strict confidentiality and compliance with all company and government policies and regulations
- Ensure all claims scrubbed are processed for end of month close
- Review all pending claims prior to end of month

QUALIFICATIONS:

- High School diploma required
- Billing & Coding Certificate and 1 year of experience

FOR MORE INFORMATION/TO APPLY:

<https://boards.greenhouse.io/physiciansimmediatecare/jobs/6228633002>