

Coder: Remote

Northwell Health

Job Location: Huntington, NY

Full Time, Days

JOB DESCRIPTION:

Performs various billing duties. Codes and reports diagnosis, investigates and resolves diagnosis coding issues, and participates in educational activities concerning coding scheme. Assists in the maintenance of client billing records and statistics and the maintenance of cost per test chargebacks; answers questions and resolved billing issues.

JOB RESPONSIBILITY:

- Codes and reports diagnoses in accordance with established guidelines; codes requisitions from physician narratives and pathology reports; investigates and resolves diagnosis coding issues; reviews and updates diagnosis codes received from physician offices on patient's records and submits to insurance companies.
- Acts as a liaison between guidelines and codes; participates in educational activities concerning coding scheme; researches and prepares bills for reimbursement, outpatient, physician offices, and charge backs; establishes associated accounts, outpatient, physician offices, and RRL chargeback.
- Maintains account records and researches inquiries; resolves inaccuracies; follows up on outstanding and open bills; contacts insurance companies and/or payers periodically for current status of account.
- Maintains follow up file on outstanding accounts; maintains dialog with accounts payable to ensure laboratory services are reimbursed in a timely fashion; reports to the leadership with information concerning the lack of payments.
- Responds to questions from patients, insurance companies, payers, etc.; resubmits remaining balances from primary payer to secondary payer; responds to daily mail regarding patient/insurance information either verbally or in writing.
- Assists with the preparation of accounts payables for signature and submission and maintains records of all vendors and vendor accounts; establishes account payables for the Laboratories by vendor; reviews and ensures payable bills are correct and prepares check requisitions for accounts payables.
- Obtains necessary signatures for accounts payables from the leadership; maintains records of services rendered Laboratories; follows through with check requests to ensure prompt payment.
- Participates and provides support for daily department operations; updates patient insurance files; initiates "write-offs" or action regarding delinquent accounts and submits for approval.
- Runs status of collections reports on account receivables monthly; calls critical values or notification values to the necessary parties; assists in the dispatching of Route Service Representatives, as necessary.
- Performs related duties as required. All responsibilities noted here are considered essential functions of the job under the Americans with Disabilities Act. Duties not mentioned here, but considered related are not essential functions.

JOB QUALIFICATION:

- High School Diploma or equivalent required.
- Current Professional Coder Certification, or Current Coding Professional Certification required, plus specialized certifications, as needed.
- 1 – 3 years of technical experience, required.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.northwell.edu/job-3/15877484/coder-remote-huntington-ny/>