

Medical Billing Specialist Level 1 & 2

CPa Medical Billing, LLC
Job Location: East Haven, CT
Full Time, Days

POSITION SUMMARY:

Responsible for performing all tasks related to the Billing, Follow-up and Collections functions for CPa Medical Billing.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Research all information needed to complete billing processing
- Post any corrections to claims to ensure integrity of account information.
- Review billing reports to ensure proper billing procedures are followed based on federal and state rules and regulations.
- Research and resolve all Third-party collection related activities, including working through accounts receivables to maximize reimbursement.
- Function as a liaison between patients and site staff on claims, billing questions or insurance related issues as directed by management
- Research Overpayments, record adjustments to account and determine the appropriate destination of unidentified funds.
- Respond to inquiries from outside agencies, insurance companies to assist in claim payment processing.
- Effectively process all patient and third-party correspondence, including requests for copies of claims, statements and initiate refunds.
- Process all legal documentation as it relates to patient accounts.
- Act as a resource for Cpa Staff and patients regarding health insurance claim policies, procedures and requirements.
- Provide support to the CPa management team on various areas of patient billing research and analysis.
- Work on various projects as assigned by the Billing Department Management Team.
- Research, trouble-shoot Accounts Receivable reports and rejections, process appeals where appropriate, and make recommendation for write offs.
- Is responsible for accurate and timely completion of job assignments.

JOB QUALIFICATIONS/REQUIREMENTS:

EDUCATION: High School Diploma. Medical Billing and Procedures.

EXPERIENCE: Minimum 0-3 years experience in a medical office environment. Experience with Windows applications, proficient use of computer, Microsoft Word and Microsoft Excel. Strong communication, verbal and written and interpersonal skills. Ability to analyze and solve problems with limited assistance. Ability to maintain confidentiality.

LANGUAGE SKILLS: Knowledge and use of the English language, Bi-lingual a Plus

MATHEMATICAL SKILLS: Basic math skills

REASONING ABILITY: Critical thinking, analytical and problem-solving skills

FOR MORE INFORMATION/TO APPLY:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=34159&clientkey=3BC26B976620D3B C42789C8D4AE914BB>