

Revenue Cycle Specialist

Quigley Health Services

Job Location: Fort Myers, FL

Full Time/Days

JOB SUMMARY:

Reporting to the Revenue Cycle Manager the Revenue Cycle Specialist maintains an in-depth knowledge of medical billing practices, and understands the life cycle of a claim and the capability of processing claim at all levels.

RESPONSIBILITIES:

- Verification of Coverage, obtaining authorization for service(s), and setting up an account in HER system.
- Posting charges, transmitting/printing claim, working the rejections or denials, and working follow-up.
- Knowing the filing limit for each insurance, rebilling claims, posting payments, billing secondary claims, filing an appeal, and posting insurance payment.
- Checking each payment for accuracy and patient responsibility, processing a take-back, sending a patient statement, and discussing a patient balance.
- Understanding co-pays, deductibles, co-insurance and assessing an account to determine if potential collection account, continuously reviewing account for errors and updating demographics.
- Have a good understanding of the eligibility, referral, and authorization process to ensure effective coverage and referrals are attached to claims.
- Good communication skills required for effective patient and insurance dialogue.
- Identify payer trends and communicating with the team to resolve billing issues.
- Adept at payment posting, adjustments, take-backs, refunds, and billing inquiries.
- Create pre-payment plans. Work with patients to set up payment plans.
- Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS:

- Associate degree in HIM/HIT required. Bachelor's degree strongly preferred.
- Minimum two years' in insurance billing and payment posting
- Minimum two years' recent coding experience preferred.
- AAPC Certified Professional Coder preferred.
- Knowledge of ICD-10 coding.
- Previous Ophthalmology experience helpful.

OTHER SKILLS AND ABILITIES:

- The use of kindness, empathy and patience when working with colleagues and patients
- Attention to detail; ensuring accuracy in work
- Ability to multi-task and ensure deadlines are met consistently
- Ability to work as a team member, collaboratively and positively

FOR MORE INFORMATION/TO APPLY:

<https://quigleyhealthservicesjobs.com/revenue-cycle-specialist-job-quigley-health-servicesfort-myers-fl-5280/>