

Accounts Receivable Representative I

North American Partners in Anesthesia (NAPA)

Job Location: Raleigh, NC (Hybrid)

Full Time/Days

JOB SUMMARY:

Under the direct supervision of the Collections Supervisor or Manager, the Accounts Receivable Representative I is responsible for the effective and efficient denied claims management for assigned payers. Responsible for working high volume collection reports and correspondence, auditing accounts, submitting all levels of appeals for denied claims as necessary, updating accounts as needed, and identifying carrier-related denial trends. Maintains a thorough knowledge of all-payer types including CMS billing guidelines as well as the ability to interpret the content of managed care contracts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Coordinates, monitors, and manages the follow-up on unpaid claims.
- Ensures follow-up and reimbursement appeals of unpaid and inappropriately paid claims.
- Identifies, researches, and ensures timely processing of billing errors and corrections as they relate to claims.
- Actively participates in problem identification and resolution and coordinates resolutions between appropriate parties.
- Ability to communicate and collaborate effectively with other internal as well as external resources to achieve desired results and resolve issues.
- Review and work on all daily correspondence. Appeals denied claims via mail, telephone or websites.
- Perform audits on accounts when needed to review for accuracy.
- Update accounts with information obtained through correspondence and telephone. When necessary contacts patients, referring providers or a hospital to obtain better insurance information, authorization, or updated patient demographics to assist with collections.
- Completes appropriate account maintenance by ensuring the correct statement groups, financial class, and payer codes.
- Accurately documents all follow up on the account to ensure there is an accurate record of the steps taken to collect on an account.
- Pitches in to help the completion of the daily AR Representative 1 & 2 workloads to support AR team productivity and outcome measures.
- Meets the current productivity standard which includes both quantity and quality metrics.
- Maintains a working knowledge and understanding of CPT and ICD-10 codes.
- Keeps current with health care practices and laws and regulations related to claims collections.

FOR MORE INFORMATION/TO APPLY:

<https://careers.napaanesthesia.com/job/17484073/accounts-receivable-representative-i-hybrid-raleigh-nc-east-syracuse-ny/>