

Claims Billing Manager

Vida

Job Location: Remote

Part Time/Days

JOB SUMMARY:

- Manage overall billing and collections activities for a limited number of claims billing customers
- Work with various Company teams such as Sales, Account Management, Data, and Finance to develop and implement claims billing processes unique to each new customer to ensure timeliness, accuracy, and completeness of such activities
- Work effectively with the Company's outside claims processing provider, AthenaHealth, in developing and implementing automated claims submission and collection processes based on customer and insurance payors unique and specific requirements including S-Code claims billing
- Partner and manage relationships with insurance payors including implementation and maintaining credentials
- Develop test plans and requirements for newly developed claims billing activities to ensure integrity of processes and procedures prior to implementation on actual transactions
- Develop, manage, and perform monthly claims billing activities for a small number of customers including creation of monthly claims submission information, batch submission using claims processing provider, AthenaHealth, reconciling collections and resolution of rejects
- Provide reporting, documentation, and datasets for internal reviews and external audits

QUALIFICATIONS:

- 5+ years of directly related claims billing experience. Outpatient and DME billing strongly preferred
- Experience in Medicare claims billing strongly preferred
- Experience with third party claims administrator providers and experience with AthenaHealth strongly preferred
- Ability to prioritize multiple deadlines of projects and monthly recurring activities
- Strong communication and organizational skills with ability to follow through on projects, including liaising with clients and their medical carriers to implement claims billing set-up and ongoing administration tasks (e.g., true-up, audit)
- Strong problem solving and critical thinking abilities
- Strong working knowledge of healthcare compliance, medical billing guidelines and regulations including S-Codes, HIPAA and other privacy laws and regulations

ADDITIONAL INFORMATION:

- Part-time position initially for 10 to 20 hours per week, with potential to convert to full time employee.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.lever.co/vida/f257811d-00f5-4288-ba50-8302b6f8c6eb?>