

# Physician Practice AR Collection Specialist

**Baptist Health South Florida**

Job Location: Remote

Full Time/Days

## **DESCRIPTION:**

Provides AR/follow up including denial management support to collect on outstanding accounts receivables. Complies with payer filing deadlines by utilizing all available resources to resolve held claims, Assures all known regulatory, contractual, compliance, and BHSF guidelines are adhered to with regards to claim billing processes. Communicates with various teams within the organization. Utilizes coding compliance and understanding of ICD-9, CPT-4 and associated modifiers to resolve claims management issues. Estimated pay range for this position is \$17.36 - \$21.01 / hour depending on experience.

## **QUALIFICATIONS:**

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Knowledge of physician billing, regulatory and compliance guidelines.
- Knowledge of ICD-10, HCPCS, CPT-4 and modifiers.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independent and carry out completion of workload.

## **EDUCATION/LICENSES/CERTIFICATIONS:**

- High School, Cert, GED
- Associate's degree preferred
- CCA, CCS or CCS-P certification or any billing/coding certification preferred

## **ADDITIONAL INFORMATION:**

Everything we do at Baptist Health, we do to the best of our ability. That includes supporting our team with extensive training programs, millions of dollars in tuition assistance, comprehensive benefits and more. Working within our award-winning culture means getting the respect and support you need to do your best work ever. Find out why we're all in for helping you be your best.

## **FOR MORE INFORMATION/TO APPLY:**

<https://careers.baptisthealth.net/us/en/job/132268/Physician-Practice-AR-Collection-Specialist-Remote-BHMG-Revenue-Management-FT-08A-4-30P>