

# Medicare Billing Specialist

Home Healthcare, Hospice, and Community Services Inc. (HCS)

Job Location: Remote/Hybrid (NH)

Full Time/Days

## JOB RESPONSIBILITIES:

- Review all billing for coding accuracy.
- Maintain patient information and make appropriate changes.
- Communicate with Medicare, clinical and audit team to promote timely payments.
- Review daily reports for errors and make appropriate corrections.
- Review posted payments and adjustments, research payment issue.
- Prepare secondary insurance submissions where applicable.
- Produce patient statements and mail.
- This position will back up Billing Department personnel.

## MINIMUM REQUIREMENTS:

- A minimum of two years Medicare billing experience
- Working knowledge of accounting principles and Medicare reimbursement system
- The ability to clearly communicate with staff at all levels and the ability to work independently

## EDUCATION/LICENSES/CERTIFICATIONS:

- Associates degree in accounting or equivalent work experience; Bachelor's degree preferred

## ADDITIONAL INFORMATION:

- HCS offers a comprehensive benefit package that includes vacation/personal/holiday (VPH) time and sick time; 403(b) retirement plan with generous match after 1 year; group insurance plans for health, dental, vision, short term disability, long term disability, long term care and term life; and tuition reimbursement and scholarship opportunities.

## FOR MORE INFORMATION/TO APPLY:

<https://www.hcsservices.org/careers/job-openings/apply/?gnk=job&gni=8a78839f88078b8e018819cd39246dec>