

CPC Billing Professional

Sun River Health
Job Location: Remote
Full Time/Days

JOB SUMMARY:

The Billing Professional will be responsible for timely follow-up and review of Accounts Receivable. Responsibilities include:

- Ensuring unpaid claims are reviewed and appropriate action is taken.
- Denials are worked and appealed as appropriate.
- Appropriate appeals are written, sent to the payer and followed up on in a timely manner.
- Appropriate insurance adjustments are applied as needed

The Billing Professional will work with the Finance Department to reconcile the payment and subsequent cash reports. Additionally, it will be their responsibility to communicate to their Supervisor any problems or issues as they occur. They will maintain a current knowledge of payer guidelines, fee schedules, contracts, quality incentives, and system knowledge including ECW, Cognos and Claim Remedi. Other responsibilities include working well with other billing staff and communicating with our network of community health centers. As well as professional demeanor, adherence to all Sun River Health policies and procedures is required.

MINIMUM REQUIREMENTS:

- A qualified candidate will have a minimum of one to two years of experience in billing or revenue cycle management in either a physician practice or other similar setting.
- Experience with New York State Medicaid (EMEDNY, Epaces) and third party (commercial carriers) insurance follow up preferred
- Possessing knowledge of New York State Department of Health programs or federally qualified health center operations considered advantageous.
- In addition, demonstrated experience working in a diverse employment setting and working collaboratively with other employees is advantageous.

EDUCATION/LICENSES/CERTIFICATIONS:

- An Associate's Degree or equivalent experience is preferred. High School Diploma/GED required.
- Valid Certification in Professional Coding (CPC) via AAPC is required.

FOR MORE INFORMATION/TO APPLY:

https://edvy.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/2001917