

AR Management Representative

StreamlineMD

Job Location: Remote

Full Time/Days

JOB SUMMARY:

The A/R Management Representative is responsible for providing quality and efficient services to clients through responsive communications, expedited services, problem resolution, and accurate information. The Representative ensures maximum reimbursement for services rendered by StreamlineMD clients in the most cost-effective manner. The individual in this position represents the client to the payers and patients and may cross train in more than one area of A/R Management. In general, the Representative is responsible for understanding payer specific billing rules related to certain specialties including, but not limited to: Radiology, Endovascular/Interventional Radiology, Interventional Pain Management, and Interventional Vein specialists. The Representative is also responsible for the timely follow up of open claims for their assigned insurance carriers, correcting claim rejections, reviewing denied claims, filling appeals and working special projects.

MINIMUM REQUIREMENTS:

- A minimum of two (2) years medical billing experience or comparable education.
- Basic knowledge of EOB statements, HCPCS, CPT, and ICD-9 / ICD-10 coding concepts.
- Effective verbal and written communication skills.
- Ability to organize and prioritize workload.
- Computer skills including Excel.

EDUCATION/LICENSES/CERTIFICATIONS:

- High school education or equivalent required.
- Medical administration technical certificate or Associates in medical or business-related field is desirable.

ADDITIONAL INFORMATION:

REMOTE WORK REQUIREMENTS

- Residential broadband internet access*
- Suitable in home workspace
- Home office furnishings that meet the corporate Ergonomics Guidelines
- Cable service or fiber optic is the preferred solution. The minimum recommended Internet download speed is 10 Mbps and upload is 1 Mbps (Megabits per seconds). DSL is acceptable. Cellular Hot Spots, Satellite and dial up are not acceptable primary access solutions.

FOR MORE INFORMATION/TO APPLY:

<https://streamlinemd.com/careers/> (Scroll down to "Open Positions" and click on position)