

Sr Claims Recovery Specialist, Patient Accounts

Summa Health System

Job Location: Akron, OH

Full Time/Days

JOB SUMMARY:

Performs reconciliation of patient's accounts which results in the functions of refunds and adjustments for both payers and guarantors. Previous adjudication of the account may also require the recovery of dollars inappropriately recouped against the payer contracts.

MINIMUM REQUIREMENTS:

- Two (2) years of increasingly responsible clerical/accounting experience which has provided knowledge of bookkeeping/accounting processes. Hospital Patient Accounting/physician office/Insurance Company experience with (payer) contracts and/or cash posting or reconciliation experience preferred
- Word, Excel at a basic level, MS-windows based computer environment. Must achieve passing score on test administered by Human Resources.
- Ability to read and understand Remittance Advice
- Soarian or EPIC experience preferred
- Other Skills, Competencies and Qualifications:
- Population Specific Competency: Ability to effectively interact with populations of patients/customers with an understanding of their needs for self-respect and dignity.
- Ability to trend by payer and like scenario
- Ability to schedule and organize work.
- Ability to multi task
- Must be able to utilize a computer
- Ability to handle confidential information discreetly.
- Excellent communication and math skills.
- Ability to work both independently and in a team
- Ability to take direction
- Ability to work with multiple areas within the hospital, maintain professional relationships
- Work at a consistent pace
- Meet productivity standards

EDUCATION/LICENSES/CERTIFICATIONS:

- High school diploma or equivalent
- Associate degree in business is **preferred**

FOR MORE INFORMATION/TO APPLY:

<https://summaprod2-lm01.cloud.infor.com:1444/lmg/hr/CandidateSelfService/controller.servlet?dataarea=lmg/hr&context.session.key.HROrganization=1000&context.session.key.JobBoard=EXTERNAL&JobPost=1&JobReq=54030>