

Accounts Receivable Specialist I

61st Street Service Corp

Job Location: Remote/NJ

Full Time/Days

JOB SUMMARY:

The Accounts Receivable Specialist I is responsible for follow-up work to collect on all open and unpaid accounts with insurance companies and third parties. Responsibilities include inquiring about unpaid claims, appealing denied claims with insurance companies, and contacting patients or account guarantor. The Accounts Receivable Specialist I must exhibit professional and courteous behavior at all times during communications.

- Research root issue of denial. Pursue proper course of appeal or follow up to obtain payment.
- Review account history for continuous follow up.
- Address incoming correspondence. Prepare correspondence to insurance companies, patient and/or guarantor, as necessary.
- Contact insurance companies/patient/guarantor to obtain status of outstanding claims and submitted appeals.
- Document claim issue for review.
- Escalate issues and problems to Supervisor as appropriate.
- Performs charge corrections.
- Perform demographic and insurance coverage updates on account and bill new insurance as appropriate.

MINIMUM REQUIREMENTS:

- A minimum of 6 months' experience in a physician billing or third-party payor environment.
- Candidate must demonstrate a strong customer service and patient focused orientation and the ability to understand and communicate insurance benefits explanations, exclusions, denials, and the payer adjudication process.
- Experience in Epic and or other of electronic billing systems is preferred.
- Knowledge of medical terminology, diagnosis and procedure coding is preferred.
- Previous experience in an academic healthcare setting is preferred.

EDUCATION/LICENSES/CERTIFICATIONS:

- High school graduate or GED certificate is required.

FOR MORE INFORMATION/TO APPLY:

https://servcorphr.hrmdirect.com/employment/job-opening.php?req=3558612&req_loc=1098047&&#job