

General description:

Responsible for collecting, posting and managing account payments. Responsible for submitting claims and following up with insurance companies.

Roles & Responsibilities:

- Prepares and submits claims to various insurance companies either electronically or by paper.
 - Identifies and resolves patient billing complaints.
 - Prepares, reviews and send patient statements.
 - Performs various collection actions including contacting patients or insurance companies by phone, correcting and resubmitting claims to third party payers.
 - Reviews accounts for possible assignment and makes recommendations to the Billing Supervisor.
 - Collaborate with team members by sharing knowledge, reviewing available reference material and escalating issues when needed.
 - Align individual performance with department.
 - Contribute to a positive work environment by demonstrating cultural expectations and influencing others to reward performance and value “can do” people, accountability, diversity and inclusion, flexibility, continuous improvement, collaboration, creativity and fun.
 - Maintains strictest confidentiality, adheres to all HIPAA guidelines/regulations.
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Education:

- High school diploma or equivalent
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Requirements:

- Strong computer skills
- Knowledge of medical terminology, ICD-10, CPT codes and how to read and interpret EOB's
- Excellent data entry, proofreading, organizational, phone and communications skills

Please email your resume to jobs@precipiodx.com.