

Job details

Salary
\$16 - \$21 an hour
Job Type
Full-time

Full Job Description

Milwaukee Orthopaedic Group, Ltd

Job Description

JOB TITLE: Accounts Receivable Specialist

EMPLOYEE:

SUPERVISION RECEIVED: Reports to Operations/Billing Manager

JOB SUMMARY: Responsible for reviewing patient accounts and their associated insurance information in order to efficiently manage and collect our accounts receivable.

JOB RESPONSIBILITIES AND DUTIES:

- Identify delinquent accounts, aging period and payment sources. Process these accounts by contacting patients and third party reimbursers.
 - File secondary claims with EOBs from primary payers.
 - Appeal inaccurately processed claims.
 - Review accounts for possible collection. Prepare information for collection agency.
 - Evaluate patient financial status and establish budget payment plans. Follow and report status of delinquent accounts.
 - Review AR reports for problematic claim situations
 - Perform posting duties for patient payments and/or patient charges.
 - Follow Medical Record, Privacy, Security policies and maintain patient confidentiality.
 - Perform related work as required or assigned.
 - Perform month end/year end close.
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EDUCATION: High School diploma or equivalent.

EXPERIENCE: Three years of experience working in a medical clinic billing office setting, preferred

KNOWLEDGE: Knowledge of medical office billing/collection practices and procedures in the healthcare field. Knowledge of Medicare, Medicaid and work comp programs. Knowledge of

computer programs such as excel and work to be used in conjunction with billing applications. Knowledge of CPT and ICD10 codes. Knowledge of medical terminology, anatomy and physiology. Ability to interact with patients in a friendly, professional manner. Ability to enter accurate data and examine insurance documents. Ability to maintain confidentiality of medical records.

System: Allscripts EMR/PM at the present time.

PHYSICAL/MENTAL DEMANDS: Requires sitting and standing associated with a normal office environment. Manual dexterity for using a calculator and computer keyboard.

Job Type: Full-time

Pay: \$16.00 - \$21.00 per hour

Schedule:

- 8 hour shift
- Monday to Friday

Work Location:

- One location

This Job Is Ideal for Someone Who Is:

- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail

Dutie(s):

- Manage and reconcile health insurance billing
- Comply with federal, state, and company policies, procedures, and regulations