

POSITION: Medical Equipment Office Assistant

AMS is a new medical equipment and supply company seeking to build a customer-focused team to serve its customers and professional partners. The ideal candidate has a passion for people and providing solutions that improve the quality of life for those needing our products.

Employment type: Part-time

Work Arrangement: On-Site

Regular or Temporary: Temp to Perm

Location: Midland, NC, US, 28107

Work Hours: 9:00am – 3:00pm

Job Description:

Comply with all applicable Company policies and procedures.

Coordinate and perform a variety of tasks relating to the ordering, receiving, recordkeeping, and distribution of required patient care supplies to ensure adequate inventory.

Greet and assist store patrons, patients, and business partners and determine their equipment and supply needs.

Understand and comply with all government, regulatory and compliance billing and compliance regulations/policies including but not limited to Medicare and Medicaid programs.

Follow-up with payers, patients, and other appropriate parties to collect billing information in a timely manner and to ensure compliance with billing regulations.

Onboard new patients and coordinate all patient information and process paperwork including preparation of file for billing.

Establish patient records and record appropriate patient rental information in each patient's record.

Assist with implementation of quality improvement program to meet Company and accreditation standards.

Develop and maintain working knowledge of current HME products and services offered and all applicable insurance guidelines respecting eligibility for coverage and reimbursement.

Process accounts and maintain appropriate records in a timely manner.

Perform regular safety and health practices to maintain a clean environment for customers and staff.

Minimum Qualifications:

- Ability to file, perform accounting functions, maintain records, understand reimbursement requirements, accurate typing, and telemarketing skills.
- General knowledge of government, regulatory, and company billing and compliance regulations/policies for Medicare and Medicaid preferred.
- Two years' experience in insurance office, doctor's office or 3 years' experience general office experience.
- Effective sales experience.

- Effective verbal and written communication.
- Knowledgeable in all major insurance carrier reimbursement guidelines and eligibility for coverage by third party payers.

Required Qualifications:

- Knowledge of computers, computer applications, and medical billing systems.
- Data entry, accounting, or customer service experience.
- Basic MS Excel, MS Word and 10-key experience.

Competency Requirements:

- Sales
- Customer Service

Required License/Certification: None.

Education:

- High school education requirement with minimum of 2 years junior college (business courses) or industry related trade school preferred.

Physical Demands:

- Sitting, standing, walking, operation of office equipment and computer, occasionally lift/move items up to 20 lbs. Visual ability to include ready, distance vision, and peripheral vision.