

Job Description for PINNACLE III website: Medical Billing/Collections Specialist

SPECIALTY BILLING SOLUTIONS is seeking an experienced A/R representative for a medical collections position. Full-time + benefits. A minimum of 1-2 years recent medical billing and collections experience required. Excellent communication skills a must. Must possess a solid understanding of managed care contracts and various medical reimbursement methods. Familiarity with Medicare, Medicaid, OWCP, Tricare, workers' compensation and commercial insurance a plus.

Qualifications:

- ✓ Education: High school diploma or equivalent required
- ✓ Work Experience: A minimum of one year medical billing office experience required. Knowledge of medical terminology and computer literacy a must. Familiarity with payer contracts preferred.
- ✓ Skills: Basic office skills required. Strong communication skills necessary for success.
- ✓ Physical Guidelines: Ability to extend wrists/arms for up to 8 hours per day, sit for up to 8 hours per day, and work at computer terminal for up to 8 hours per day.

Duties:

- ✓ Performs claims follow-up by working aging and denials.
- ✓ Applies knowledge of insurance contracts and medical procedure reimbursement
- ✓ Coordinates resubmission of claims when necessary
- ✓ Submits appeals with supporting documentation when warranted
- ✓ Identifies denial trends and works with payers to resolve issues
- ✓ Gears daily activities to achieve established collections goals and identifies issues hindering accomplishment of established benchmarks
- ✓ Proactively and consistently communicates with A/R Manager regarding follow-up activities and workflow priorities