

Billing Specialist



- Full-Time Position
- Location: Administrative (Corporate)
- **Position Summary:** Primary responsibilities include patient care billing, accounts receivable posting and collections and follow up on claim denials.
- Works closely with the Admission Team from point of admission to billing in capturing all pre-billing information to ensure billing success.
- Other duties include monthly accounts receivable reconciliation, reporting and facility accounts payable posting and follow up.
- This position also works closely and cooperatively with the Full Charge Bookkeeper to assure complete and systematic set of records and related transactions are kept.
- **Skill & Knowledge Requirements**
 - Knowledge and experience with medical billing processes
 - Knowledge of ICD10 diagnosis codes
 - Excellent mathematical and record keeping skills
 - Knowledge and experience with general accounting principles.
 - Competent working knowledge of MS Office and Windows
- **Competencies:**
 - Self-motivated and able to work independently as well as in cooperation with others.
 - Problem Solving/Analysis
 - Project Management
 - Communication Proficiency
 - Ethical Conduct
 - Time Management
- **Educational and Experience Requirements**
 - 2 years Associates degree in Accounting or other related field from an accredited college
 - 2 years minimum experience in medical billing preferred.
- **Click on the link below to APPLY!**
 - <http://www.ondemandassessment.com/verify/apply/ySyeqyy/CnEaaaCh>