

Patient Reimbursement Specialist

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Billing Assistant Job Duties:

- Responds to telephone and fax inquiries associated with client-sponsored program.
- Conduct reimbursement/payer research; present findings and recommendations.
- Negotiate issues and resolving problems.
- Benefit(s) verification.
- Accurately enter information into database(s).
- Establish and maintain resource files on programs and products.
- Follow up with callers; clients, carrier, sales representatives, etc.
- Comply with established program SOPs.
- Prepare program or project information packets for faxing and mailing.
- Retrieve voicemail messages; respond and return calls within program time frame specifications.
- Ability to work effectively with all levels of management and other colleagues, demonstrating initiative, mature judgement and customer service orientation.

Billing Assistant Job Requirements:

- High School diploma or equivalent required.
- Knowledge and experience working with ICD-10 coding
- 3+ years reimbursement experience; charge entry and/or coding preferred.
- Exceptional attention to detail
- Effective communication skills; both oral and written
- Effective listening skills
- Exceptional multi-tasking, organizational and time management skills

To Apply: Send resumé and cover letter to hr@mdofficemanager.com