

Medical Accounts Receivable Specialist

Pay: \$15.00 - \$19.00 per hour

Job Type: Full-Time

Number of Openings for this Position: 1

Schedule: 8-hour shift

Benefits:

- Health Insurance
- Paid time off
- Dental Insurance
- 401(k)
- Vision insurance
- Life insurance
- 401(k) matching

Job Description:

Chatham Orthopaedic Associates is looking for a Medical Accounts Receivable Specialist to join our team. A background in orthopaedics is preferred. Applicant will be responsible for tracking and resolving outstanding payment issues, and review both weekly and monthly aging reports for office visits, MRI, physical therapy, inpatient and outpatient, medical services rendered.

Responsibilities include but are not limited to:

- Medical billing and A/R follow-up collections experience with all payer types, Blue Cross Blue Shield preferred.
- Experience and knowledge with medical insurance EOBs, appeals, denials, denial resolutions with appropriate follow-up.
- Knowledge of CPT, ICD10 codes, and Medicare Guidelines
- Good verbal and written communication skills
- Data entry, Outlook, billing software, MS Word, Excel
- Willingness to work as part of a team, self-motivated, and ability to work independently
- Athena experience a plus

Industry

- Hospital & Health Care

Employment Type

Full-time