

BILLING/COLLECTIONS AND REFERRAL SPECIALIST
FULL TIME POSITION

POSTION SUMMARY: Primarily generates billing for patients, company accounts and insurance companies to generate revenue. Works collection tracking reports and follows up on delinquent accounts. Enforces terms of insurance contracts and keeps practice updated on current fee schedule information. Processes referrals for HMO plans and pre-certifies patients as needed. Performs Patient Services Clerk duties as needed. Pulls and files medical records, correspondence, transcription and other information. Enters charges, payments, and adjustments using appropriate software. Provides coding for data entry. Assists with registration and pay desk. Assists in training Patient Services Clerks.

MINIMUM REQUIREMENTS:

Education: High School Diploma or Equivalent and Medical Coding Certification Preferred.

Experience: Minimum of two years experience in a medical office setting preferred. Knowledge in medical terminology and proficient in use of computer preferred.