

Analyst

Hospital Billing/Collections Specialist

Position Qualifications

- Must be available for 90% travel
- Minimum of 5 years of hospital business office billing and collection
- 5+ years recent experience working with billing and collections for all medical financial classes (ie., Medicare, Medicaid, Worker's Compensation, Blue Cross, HMO's, PPO's, Commercial Insurance, Self Pays, etc.)
- Experience with proper interpretation and follow-up on contracts with insurance companies pertaining to rates, discounts and filing instructions
- Experience with proper utilization of federal and state credit collection regulations and guidelines
- Ability to review EOB's and RA's to ensure payments are posted correctly
- Ability to handle requests for additional information and reconciling of accounts for late charges, denials, missing codes, or other required information not provided at the time of initial billing

Technical Skill Set

- Proficient in Microsoft Word and Excel
- General knowledge of patient accounting systems
- Expert level ability in billing and/or collections with Medicare, Medicaid, Commercial and/or Self Pay

Desirable Personality Traits:

- Organized
- Ability to work independently
- Flexible
- Ability to handle deadlines
- Team player
- Dependable
- Good verbal and written communication skills
- Professional and ethical behavior
- High Energy

