



INSURANCE REPRESENTATIVE – EBO INSURANCE DEPT.

Opening in: **VERO BEACH, FL 32960**

FLSA Status Non Exempt

Full time Insurance Representatives needed to work on a special project at a high energy, performance-focused medical collection agency. These individuals will be responsible for the timely follow up & resolution of accounts with insurance companies & other third-party payers. Accounts are evaluated for payment opportunities based on timely filing & other criteria. Insurance Representatives interact with various insurance carriers, attorneys, or other authorized agents, so strong communication skills & attention to detail are a must. Prior experience in a healthcare setting such as a hospital business office, surgery center, physician's office or health insurance provider required.

Competitive pay structure included!

Ideal candidate should possess the following skills:

- **1-5 years experience in a Healthcare setting such as a hospital business office, surgery center, physician's office or a Health Insurance provider.**
- **Self motivated with strong communication skills.**
- **Candidate must have a strong work ethic & a strong desire to achieve individual & team goals.**

Specific Job Skills:

The function of an Insurance Collector is to work on behalf of our client hospitals that file health insurance claims for inpatient, outpatient & laboratory services administered by them. Insurance Collectors review accounts & call insurance companies in an effort to understand why a claim is left unpaid. Insurance Collectors will rebill accounts, request medical records & or request adjustments to claims. Insurance Collectors will also initiate appeals when appropriate on behalf of the client hospital (denial management). Insurance Collectors call the patient & advise them the status of their account. All work is done via telephone accessing hospital databases as well as our proprietary software program. Insurance Collectors are fully trained on our hospital's computer system, our system & given basic insurance collection skills & tips during a 30-day training period.

EBO Insurance Collectors requirements:

Complete the F.D.C.P.A. Computer Based Training Program & achieve a passing score on the follow up test.

Demonstrate proficiency on personal computers & understand basic Windows based

operating systems. Must have the ability visually read documents & see type on a 15-inch monitor & type proficiently at a minimum speed of 55 WPM.

Communicate well verbally & in writing with Insurance Companies, Clients & Patients.

Be able to sit at an ergonomically designed workstation (PC & telephone) & wear a headset for an 8-hour shift.

Work a shift of Monday – Friday 9:00 a.m. until 6:00 p.m.

Understand the insurance process.

Use logic & training to evaluate an account for possible issues.

Demonstrate a sense of urgency when communicating with the insurance company to get a claim resolved quickly.

Work a minimum of 65 accounts per day if assigned Insurance type accounts only; Work a minimum of 100 accounts per day if assigned Medicare type accounts only; Work a minimum of 95 accounts per day if assigned both Medicare & insurance type accounts (after 30 days within the position).

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**ALL INTERESTED CANDIDATES E-MAIL RESUME TO
CAREERS@MEDDATSYS.COM or FAX TO (772)-299-4328**

Requirements – Health setting experience such as a hospital, surgery center, physician's office or a Health Insurance Provider.

Must be able to assertively communicate with insurance carriers to get aged claims paid. Understand healthcare billing process including claim generation & coding.

Strong communication skills & full understanding of denial management process. Familiar with various states Medicaid programs.

Able to work under pressure & deadlines for this time sensitive project.

High School Diploma or equivalent required.

MUST PASS A PRE EMPLOYMENT BACKGROUND CHECK