



PART TIME ACCOUNTS RECEIVABLE CLERK OPENING

Location: Vero Beach, FL 32960

APPLICANTS MAY SUBMIT THEIR RESUME VIA FAX AT 772-794-4289 or via e-mail to CAREERS@MEDDATSYS.COM

Responsible for billing and follow up of accounts in assigned financial classes. A/R activities include, but are not limited to:

- Claim status
- Billing / Rebilling Claims
- Credit Balance Resolution
- Denial Management
- Aged Account Follow Up and Resolution
- Maintaining Accurate and Up-to-date Account Information
- Eligibility and Coverage Verification

Specific Job Duties:

- **Claim Status:** Follow up with payer prior to 35 days from last bill date for accurate and complete status of the claim per documented follow up procedures. Working all insurance correspondence within 3 days of receipt.
- **Billing / Rebilling Claims:** Billing and rebilling claims accurately and timely per the payer and client- specific billing instructions.
- **Denial Management:** Resolving denied claims within 5 days of denial posting/ notification per payer. Notifying management of issues creating unnecessary or excessive denials. Utilizing effective follow up and billing techniques to reduce and prevent denials.
- **Aged account follow up and resolution:** Working reports of accounts aged over 60 days monthly to resolve aged account balance per payer and general follow up procedures. Notating account follow up actions appropriately and notifying management of issues delaying payment on claims in a timely manner.
- **Maintaining accurate and up-to-date account information on system:** Following the system and reference procedures to ensure proper account status at all times. Proper adjustments being posted, proper financial class assigned, proper account documentation and billing status.
- **Eligibility and coverage verification:** Using appropriate systems and procedures to ensure proper coverage on claims and correcting billing data. This includes various reports.
- **Other Essential Functions:**
 - Working with other team members effectively
 - Assist other areas with backlogs as needed
 - Identifying and assisting in resolving issues affecting accounts receivables
 - Notifying management of backlogs, problems or issues relating to projects
 - Following documented policies and procedures relating to all areas of responsibility including compliance and standards of conduct.
 - Maintaining a high level of professionalism in all written or verbal communication.

Specific Job Skills:

Typing speed of 55 WPM, Keyboarding skills for computer input, 10 key touch adding machine skills, good communication skills, detail oriented and must display the ability to review information for accuracy and be proficient in MS Office Suite. Medical Coding Experience preferred.

Education and/or Required Experience & Capabilities

Prefer a Minimum 3 + years medical business office experience
High School Diploma

Performance is Satisfactory When...

1. Goals and objectives set in conjunctions with the Billing Operations Manager are met or exceeded.
2. Percentage of aged accounts over 120 days is less than 20%
3. AR days are less than 60 days
4. Correspondence is keyed in within 3 days of receipts
5. Minimal levels of absence and/or tardiness are maintained
6. Problem situations are resolved appropriately and independently
7. Billing Operations manager is informed of any unusual and significant issues that may impact timely reimbursement