

## **Billing/Coding Specialist | Full-Time 40 hours per week**

### **Summary**

Facilitate the day-to-day billing function for Physician and Anesthesia services. Communicate courteously and effectively with staff, patients, insurance providers, software representatives and others as required. This role plays a key part in assuring our reimbursements are timely and accurate.

### **Job Description**

- Coding and Billing for Physician and Anesthesia Services performed in our Surgery Center
- Coding for Authorizations, Superbills, Patient Demographics and occasional Hospital Visits
- Post Cosmetic, Patient Copay, and insurance payments in Nextech and Vision Software
- Investigate and resolve insurance claim denials and patient billing complaints
- Prepare, send out, and follow up on Patient Statements
- Perform various collection activities including contacting patients by phone, correcting and resubmitting claims to third party payers, and preparing information for the collection agency
- Verify insurance eligibility and benefits for future appointments for functional services; check copays and add to schedule so front desk can collect payment
- Obtain any necessary referrals or prior authorizations required by insurance for office or Outpatient procedures
- Configure estimates of out of pocket costs to the patient based on procedures to be done and insurance benefits as requested
- Accurately enter reconciled daily patient deposits into QuickBooks as needed
- Reconciliation of daily patient deposits as needed
- General Office Duties such as copying, scanning, faxing, filing

### **Requirements**

- Must be a Certified Coder
- Must have 5+ years of current hands-on billing
- Must have 5+ years of current CPT and ICD-10 coding
- Associates Degree desired
- Proficient in Microsoft Office with focus on Outlook, Word and Excel
- Ability to accurately perform mathematical computations (e.g., percentages, fractions, etc.)
- Strong problem solving skills
- Effective, respectful and professional communication with staff, patients and vendors both verbally and in writing
- Ability to work independently and with a team in a fast-paced and high volume environment with an emphasis on accuracy and timeliness
- Experience with Nextech, Vision and QuickBooks preferred

All duties and responsibilities stated are essential job functions. Staff members may be required to perform additional job-related duties as assigned by management.