



MEDICAL BILLER

Nanuet, NY

Northeast Orthopedics and Sports Medicine has several Orthopedics practices in Rockland, Orange and Westchester counties. We currently have an exciting opportunity as a **Medical Biller/Accounts Receivable** Representative in our Nanuet, NY Central Business Office.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Medical Billing/AR Rep work in a fast-paced environment and multitask on a variety of projects, participating in all collections and appeals processes, developing strong business relationships with insurance counterparts.
- Verify and ensure the accuracy, completeness, specificity and appropriateness of diagnosis codes based on services rendered, creating a clean claims out process reducing denials.
- Manage all accounts receivable, review each account and ensure that the proper steps are followed for collecting payment, contact carriers for appeals or review as well as explain the outstanding balance to patients when necessary, document in patient account notes.
- Have full knowledge of assigned carrier and all the specific rules and policies set by individual carriers, remain informed of any and all updates as well as educate providers for billing accuracy.
- Process and re-process claims in a timely manner
- Review patient account receivables, contact patients regarding outstanding balances, set up payment plans and collections of payment.

SKILLS/QUALIFICATIONS:

- Experience with all claims submission and rejection reports, review all billing rejections and resolve issues with a systematic and organized approach to overturning claim denials the first time, communicate with providers or offices as needed to obtain updated information or file an appeal and identify trends.
- Experience with CPT, ICD 10 and medical terminology related to Orthopedics and Pain is a plus
- Management within all insurance carriers, goal-oriented, revenue-driven, highly accurate and motivated.
- Strong reasoning, critical thinking, analytical and mathematical skills.

Medical Biller (cont.)

- Ability to work independently with high productivity, and regularly execute to deadlines.
Excellent written and verbal communication skills

We offer competitive hourly rate, health insurance medical, dental, vision, additional voluntary plans, 401K, parental leave, paid PTO.

Interested candidates should email their resume with desired hourly rate to mgarabed@neosmteam.com.

NEOSM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.