



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 Accounts Receivable Representative (Biller)** in our Nanuet, NY Central Business Office.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible for ensuring efficient receivables
- Experience with all claims submission and rejection reports and explanation of benefits (EOB), 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.
- Have full knowledge of assigned carrier including specific rules, policies and CCI edits exceptions or exclusions, file appeals when appropriate to obtain maximum reimbursement based on orthopedic coding and bundling rules.
- Remain informed of any and all updates as well as educate providers for billing accuracy.
- Contact patients in order to obtain or relay account information.
- Work accounts receivable for assigned carrier, keep AR below the threshold of 60 day window.
- Bring adjustments and payment discrepancies to the attention of the Billing Manager.
- Process financial transactions and balance accordingly.
- Prioritize daily tasks while working independently in a fast pace environment
- Perform additional duties as requested by Supervisor or Management team.

SKILLS/QUALIFICATIONS:

- Minimum of 2 years medical AR experience is required.
- Knowledge of Orthopedic and Pain Management coding and bundling rules preferred and basic medical billing and coding a plus.
- Experience with CPT, ICD10, Modifiers and CCI edits.
- Strong experience with all major insurance carriers including in and out of network services.
- Detail oriented, team player, be able to independently function and prioritize workload, excellent phone and communication skills.
- Computer literacy including the ability to utilize excel spreadsheets.

SCHEDULE:

- 8 hour shift
- Day shift
- Monday to Friday

BENEFITS:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Interested candidates should email their resume 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.