



## **WORKERS COMPENSATION BILLING SPECIALIST**

**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 **Workers Compensation Billing Specialist** based out of our **Nanuet, NY** central business office.

### **Key Responsibilities**

This position will be responsible to effectively and aggressively pursue outstanding account(s) and consistently generate revenue through professional billing practices and proper and ethical collection efforts.

### **Specific duties and responsibilities**

- Timely follow- ups for all Workers Compensation and No Fault billing and collection, claim denials, and claim appeals.
- Thorough reviewing of charts and correspondence to determine the merits of the case.
- Draft written responses to address any collections issues Assertive negotiate settlements on the phone and intelligent negotiation skills
- Work Comp Appeals Board Experience
- Retrieve authorizations/referrals from insurance companies
- Handle ALL aspects of billing: charge entry, payments, A/R management.
- Support to all staffing locations and providers as needed working as an intermediary between our patients and their workers compensation carriers.
- Prioritize daily tasks while working independently in a fast paced environment.
- Perform additional duties as requested by Supervisory or Management team.

### **Experience Required**

- Minimum 2 NYS Workers Comp / No-Fault AR experience
- 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
- Being a team player, taking instruction well, while also being able to independently function and prioritize workload.
- Proactively seek work to complete and stay aggressive on meeting company expectations.
- Strong experience with all major insurance carriers including in and out of network services.
- Detail oriented and accurate data entry skill
- Excellent phone and communication skills
- Must demonstrate interpersonal skills with all levels of billing and management team.

- Basic computer literacy including the ability to utilize Excel spreadsheets.
- High school diploma or equivalent.
- Knowledge of all NEOSM medical practice policies and protocols
- Knowledge of computerized EHR scheduling systems.
- Knowledge of HIPAA rules and regulations
- Knowledge of legal and ethical considerations related to patient information
- Knowledge of customer service principles and techniques
- Skill in communicating effectively with physicians/clinicians, staff and patients.
- Skill in putting information in preferred medical records system, meeting clinical standards
- Skill in dealing with masses of information in organized manner.

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 [rgarcia@neosmteam.com](mailto:rgarcia@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.*