

JOB DESCRIPTION

AGING & DENIAL SPECIALIST

Emergency Billing is seeking candidates for Aging & Denial Specialist. Applicants should have knowledge of computers, internet and windows based programs and knowledge of ICD 10 and HCPCS codes.

Applicants must have customer service experience. Other duties require but are not limited to:

- Resolve denials or partially paid claims through interaction with insurance carriers, patients or facilities.
- Knowledge of insurance guidelines and requirements
- Good verbal and written communication skills
- Identify paper trends
- Ability to work as a team player
- Maintains accurate documentation and reports following established process and procedures,
- Correspond with clients to resolve inquiries or concerns in a timely and professional manner
- Track and resolve discrepancies based on partial payment and contracts,
- Works with payers to determine reasons for denials, corrects and reprocesses claims for payment in a timely manner.
- Reduces claims in the over 30-days categories.

QUALIFICATIONS:

EDUCATION/EXPERIENCE High school diploma or equivalent 2-4 years of experience in healthcare collections and/or healthcare related field previous experience with ICD 10 and HCPCS codes.

Sharp intelligence of government payers and other commercial/managed care carrier rules and process in a professional billing environment.

COMPANY BENEFITS:

- Paid Holidays
- Medical, Dental and Vision
- Life insurance
- Paid vacation
- 401K
- Yearly Bonus