

## Medical Office Biller

We are currently seeking a Certified Coding and Billing Specialist for our medical office which includes primary care, physical therapy, and urgent care. We believe our administrative staff plays a key role in achieving our mission. Ideal candidates will be experienced and knowledgeable regarding the full revenue cycle. Characteristics of a successful candidate will include strong coding and billing skills, an advocate of a positive patient experience, commitment to achieving performance measures, high level of energy and self-motivation, and ability to identify, analyze, and problem solve. The right candidate will be highly organized, dependable, reliable, demonstrate accuracy, resourcefulness and thoroughness in performing work assignments, as well as work independently and in a team environment.

This position will work closely with the office manager and additional biller and be responsible for all A/R and documentation management, and timely filing and follow up of all claims. Must remain up to date on billing and coding practices and share with providers and staff any relevant changes.

In addition the position will perform the following:

- Verify all appropriate documentation is obtained and follows CMS guidelines.
- Random chart/billing auditing
- Charge review and claims submission utilizing modifiers and emphasizing accuracy for maximum reimbursement
- Posts payments assuring proper payment to patient accounts and verifying all primary and supplemental carriers have been billed
- Manages A/R by monitoring account balances and taking proper steps to maximize recovery of outstanding charges including identifying action plan for denied claims through reprocessing, reconsideration or appeals
- Verifies validity of patient accounts and generates monthly statements while also handling dispute calls from responsible parties
- Assist providers with coding / billing questions
- Other duties as assigned

Requirements:

- Certified Professional Coder (CPC)
- 3+ years of experience in Medical Coding / Billing working in computerized coding and A/R environment
- Pennsylvania Medicare experience
- Electronic Medical Record Experience
  - eClinicalWorks EMR experience preferred
- Physical Therapy and Urgent Care billing experience preferred
- Proficiency in MS Office, including Outlook, Word and Excel

Job Type: Full Time

Benefits include continuing professional education, health insurance, onsite fitness center, 401k plan