

Job Medical Billing Specialist

East Bay Rheumatology Medical Group, Inc.

San Leandro, CA 94578

Company Overview

We're a robust Rheumatology medical practice in San Leandro, CA and have served the East Bay community of Northern California for more than 30 years. We are dedicated to the diagnosis and treatment of patients with rheumatic and autoimmune diseases. Our physicians are board certified in Internal Medicine and Rheumatology with extensive experience in clinical practice, teaching and research. In addition to patient care within our private practice we also have an in-house infusion suite and are leaders in research through our clinical trials. Our people really enjoy what they do and are vital to the wellness of our community. Our team is committed to care and dedicated to discovery.

Job Title:

Medical Billing Specialist with 10 years of experience in Revenue Cycle Management

Summary of Duties:

Experience in submitting claims, following up with payers, eligibility, close cash drawers, collecting, posting and managing account payments.

Responsibilities will include, but are not limited to:

- Verify eligibility and benefits for all patients with appointments including the deductible and co-pay information prior to the appointment time.
- Prepare and submit claims, either electronically or by paper, to private health and County/State insurance companies.
- Resolve billing discrepancies and appeal denied claims in a timely manner. Understand and modify the process for any denied claims as needed to mitigate future denials.
- Conduct regular audits to ensure billing accuracy and compliance.
- Process payments from both payers and patients. All payments should be reconciled against contracted reimbursement rates and any discrepancies should be investigated and addressed accordingly.

- Review unpaid and/or underpaid insurance claims and self-pay balances to determine reason and take appropriate action required to address discrepancies and collect payment.
- Actively review monthly AR Aging reports to identify collection issues and resolve accordingly.
- Manage and resolve all inquiries from insurance companies, governmental agencies, and patients.
- Stay updated on healthcare regulations and compliance requirements.
- Enhance the billing department by improving and/or establishing documented processes
- HIPAA - Assist in establishing and maintaining security of medical records to ensure patient confidentiality on an ongoing basis.
- All other assignments are directed by Management

Qualifications

- 10 years of related experience in medical insurance billing required
- Must have EMR/EHR experience. Epic a plus!
- Medical coding experience is required
- Thorough knowledge of revenue cycle management and coordination of benefits
- Must have strong verbal and written communication skills
- Must have the ability to multitask in a fast-paced environment

Salary: \$25-\$30/hr – negotiable based on experience

Benefits:

- 401k – Employer contributes 3% of employee's salary
- PTO – Competitive PTO offered
- Paid Holidays – 10 paid holidays
- Health – Various options available
- Dental – 100% of premium is covered by employer
- Vision – 100% of premium is covered by employer