

Open Position

Title: Medical Billing Specialist

Supervises: N/A

Reports to: Revenue Cycle Manager

FLSA Status: Non-Exempt

Who We Are:

Skagit Radiology Inc., P.S. is dedicated to providing patients and physicians with advanced, sub-specialized expertise and the highest levels of excellence in radiological services. Our staff incorporates the latest technology in medical imaging and image-guided therapy into cost-effective clinical practice. We actively maintain a leadership role in providing these services to the medical community and collaborate with other health care providers to continuously improve patient care. Our shared values include mutual respect, teamwork, superior service, professionalism and confidentiality.

Job Summary:

Under general supervision of the Revenue Cycle Manager, this position is responsible for medical billing, adjustments and collections for the Billing Office.

Specific Duties & Responsibilities:

- Posts payments from insurance carriers & patients.
- Follows up on remaining accounts receivable for Medicare, HMO & L&I insurance groups
- Researches denials: contacts insurance companies for information, contacts patient for insurance information
- Writes appeals and letters for denied claims
- Tracks electronic billings and HCFA forms and verifies paid accounts from those transactions
- Re-bills accounts and bills to the insurance companies as secondary
- Corrects billing charges and payment errors: adjusts accounts to reflect correct balance, bills to correct insurance, adjusts payments to reflect correct payer
- Answers phone inquiries from patients and insurance companies
- Prepares refund paperwork for posting
- Checks registration for errors
- Contacts referring physician for DX codes if not received from coder
- Provides back up to Billing Front Desk and Registration & charge posting when needed
- Assists in the update of annual Medicare payment allowance
- Assists in staying current with CMS rules and regulations.
- Performs other tasks and duties as assigned.

Required Education, Training & Experience:

- High School diploma or GED required.
- Medical Billing Certification preferred.
- 3+ years' billing experience preferred.
- Previous experience with hospital/clinic billing preferred.
- Previous experience in a busy physician practice preferred.

Required Knowledge, Skills & Abilities:

- Ten key skills.
- Excellent written and verbal communication skills.
- Ability to work alone and on a team.
- Ability to multi task in a fast-paced office environment.
- Proficient in Microsoft Office Suite applications.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires full range and finger dexterity with hand-eye coordination for operation of all department equipment.
- The employee is regularly required to talk and hear.
- Primarily sedentary work. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.
- Operate a variety of computers, telephones and related equipment including personal computers, printers, interfacing hardware, and software packages.
- Most work is accomplished indoors and in air conditioned or well ventilated facilities within an office or cubicle space, equipped with a telephone and computer.

If this sounds like you, please submit your résumé and a cover letter explaining why you are interested in this position via email to careers@skagitradiology.com. The position is open until filled. No phone calls please