

## 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:

- Check registration for errors.
- Contact referring physician for DX codes if not received from coder.
- Post payments from insurance carriers and patients.
- Research denials by contacting insurance companies and patients for additional information.
- Write appeals and letters for denied claims.
- Track electronic billings and HCFA forms and verify paid accounts from those transactions.
- Re-bill accounts and bill to the insurance companies as secondary.
- Correct billing charges and payment errors by adjusting accounts to reflect correct balance, billing to correct insurance, and adjusting payments to reflect correct payer.
- Follow up on remaining accounts receivable.
- Answer phone inquiries from patients and insurance companies.
- Prepare refund paperwork for posting.
- Take deposits to bank when needed.
- Provide back up to Clinic Front Desk, Billing Front Desk and Registration & charge posting when needed.
- Performs other tasks and duties as assigned.

### Required Education, Training & Experience:

- High School diploma or GED required.
- Medical Billing Certification required.
- 3+ years' billing experience required.
- 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](mailto:careers@skagitradiology.com). The position is open until filled. No phone calls please