

Job Description

TITLE: Medical Billing and Coding Temp to Hire

FLSA STATUS: Non-Exempt

Company: PractiSynergy is a full-service medical billing company providing services to a wide range of medical specialties. Based in the Heartland, we have built our reputation on excellence and integrity and will always act in a professional and legally compliant manner.

General Summary: This position will ensure healthcare providers are paid for medical services rendered. This position is responsible for the accurate flow of medical billing information and patient data between healthcare providers, patients and third-party payers.

Mission: PractiSynergy provides revenue cycle management to independent health care providers utilizing innovative technology quickly increasing cashflow, maximizing collections and bolstering growth. Throughout the entire revenue cycle PractiSynergy provides transparency in its activities reinforcing collaboration with clients to keep them independent, operational and profitable.

HIPAA Security Compliance: Incumbent has access to restricted or confidential patient information and must comply with HIPAA privacy policy.

Responsibilities:

- Prepare and send electronic medical claims
- Review coding making suggestions to correct the coding to provider and adding appropriate modifiers
- Monitoring patient accounts
- Working with payers through claim processing to ensure accurate reimbursement
- Ensuring collections are accurate and up to date
- Working appeals and claim adjudication
- Working payer remittance advices and accurately posting payments and denials
- Other Duties as assigned

Education: High School Diploma or equivalent

Work Experience:

- Typing at least 45 WPM
- Adaptable to various kinds of software
- Strong communication skills (written and verbal)
- Collaborative team player who works well with cross-functional groups
- Adaptable to different projects and clients

Physical Activity Requirements: (Constant 67-100% of workday, Frequent 34-66% of workday, Occasional 33% or less of work day)

CONSTANT

- Sitting

FREQUENT

- Talking or listening/hearing
- Fingering – typing on adding machine or calculator

OCCASIONAL

- Standing and Walking

PHYSICAL DEMAND REQUIREMENTS:

- **Sedentary Work:** Sedentary work involves sitting most of the time. May exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- **Visual Acuity Requirements:** Work involves use of computer, extensive reading, preparing, and analyzing medical and payer information
- **Intellectual/Emotional Requirements:**
 - The ability to maintain a high standard of courtesy and cooperation in dealing with client, co-workers, and visitors
 - Satisfactory job performance despite stress of working remotely from home
 - Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure

TOOLS/EQUIPMENT:

- PractiSynergy will provide other standard tools necessary to complete duties

WORKING CONDITIONS: The employee is not substantially exposed to adverse environmental conditions

REPORTING RELATIONSHIPS: Medical Billing Team Lead

The above is intended to describe the general content of and requirement for this job. It is not intended to be a complete statement of duties, responsibilities or requirements.