



Medical Billing Follow Up & Collection

Company: PractiSynergy is a full-service medical billing company providing services to medical facilities and a wide range of medical specialties. PractiSynergy has built our reputation on Excellence and Integrity and will always act in a professional and legally compliant manner.

General Summary: This position will ensure medical services rendered in hospital in-patient and out-patient settings are paid correctly and timely. This position is responsible for the accurate flow of medical information and patient data between facilities, physicians, patients, and third-party payers.

Responsibilities:

- Resolve claims from an assigned work-queue to ensure that all claims are worked within the timely filling/appeal guidelines.
- Determine if appropriate payment has been made by various entities; and/or work with patients and insurance companies, government entities (such as Centers for Medicare and Medicaid Services) to obtain correct payments; and/or appeal claim payments/denials.
- Perform denial management, research, obtain proper documentation to support resolution of over payment; resolving credit balances and to resolve outstanding accounts receivable by interacting with third-party entities via websites, telephone, or written inquiries.
- Identify & report undesirable trends and reimbursement modeling errors or underlying causes of incorrect payment; review allowed variances from third party payers.
- Be expected to maintain a high-level of accuracy to meet productivity and quality requirements.
- Review and analyze report data to provide status updates to leadership.
- Communicate changes in payor policies and denial trends; escalates claim payment delays as appropriate.

Education: Minimum High School or Equivalent Required

Work Experience:

- The successful candidate will have a minimum of 1 year current medical office billing and collection experience.
- Shows knowledge, skills and ability to utilize electronic applications for processing and error resolution. (Kareo experience favorable)
- Able to work in a fast-paced, changing and high growth environment.
- Possesses the ability, to apply critical thinking skills, is organized and detail oriented.
- Able to effectively prioritize work to increase cash and reduce accounts receivables.

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

Job Type: NON-EXEMPT/Full-time

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