

# **FLORIDA HEART ASSOCIATE, PL**

## **JOB POSTING**

### **Accounts Receivable Specialist – Full-time**

**REPORTS TO:** Supervisor – Accounts Receivable

**GENERAL DUTIES:** Review aged accounts for anomaly; work with insurance company reps and co-workers to resolve open accounts and ensure a positive cash flow; prepare appeals and respond to patient inquiries. Initiates patient contact to collect past due balances via cycle statements, letters, and telephone. Establishes monthly payment plans with patients.

**DUTIES INCLUDE, BUT NOT LIMITED TO:**

- Review EOB's for denials/rejections/anomalies in payment within 48 hours of receipt.
- Review medical insurance claims for resolution and payment
- Research, compile and response to documentation requests from insurance carriers in a timely basis finding resolution to open account balances.
- Systematically work accounts receivable to improve and reduce A/R days.
- Perform various collection actions including contacting insurance companies and/or patient by phone, correcting and resubmitting claims
- Reviewing claims rejections/denial submit appeals for unpaid claims
- Prepare appeals when appropriate and file to insurance timely
- Work with insurance company reps to get claims resolved
- Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations
- Perform other duties as assigned by supervising manager.

**PERFORMANCE REQUIREMENTS:**

- Ability to interpret rules and regulations set by Medicare, Medicaid and Commercial payers
- Familiarity with insurance companies processes and nuances in regard to claim adjudication
- Knowledge of insurance billing and reimbursement, working knowledge of medical terminology and CPT codes, ICD-9/ICD-10
- Previous denials management experience preferred
- In-depth understanding of explanation of benefits (EOBs)
- Working knowledge of computerized medical management systems and/or web based programs
- Strong interpersonal and communication skills including verbal and written communication
- Extremely organized and detail oriented with the ability to work on multiple competing priorities
- Ability to work within a team setting and independently
- Excellent communication skills with internal and external customers
- Computer literate
- Knowledge of business office procedures

**EDUCATION:**

- High school diploma or equivalent

**EXPERIENCE:**

- **Three years of experience with medical insurance benefits**

**Florida Heart Associates is an Equal Opportunity Employer and is proud to be a drug and tobacco free organization.**

**Job Posting August 1 – August 8, 2022**