

BILLING SUPPORT

Job Summary:

We are seeking a detail-oriented and organized Billing Support employee to join our team. Billing Support will be responsible for managing the billing and accounts receivable functions of our clinic. This role is crucial in ensuring that our financial operations run smoothly and that our patients and their families receive the best possible service.

Responsibilities include, but are not limited to the following:

- **Verification of Insurance:** Verify insurance coverage and benefits for new patients, complete prior authorizations with insurance companies.
- Meet with new patients and their families to discuss insurance assisting families in understanding their coverage and any out-of-pocket expenses. Discuss copays and payment plans. Introduce Care Credit if needed. Outline our billing and payment process and get families set up with Fusion Web Clinic Account Information.
- Communicate effectively with the clinical team regarding authorization statuses and patient eligibility, copay collection and other payment related arrangements.
- Send monthly invoices, track payments and follow up with delinquent accounts. Set up and manage payment plans as necessary. Coordinate payments with collection agencies as needed.
- Reconcile insurance remittances, work through denials, correct and resubmit.
- Manage credentialing authorization for employees.
- Prepare regular financial reports for management including receivables and aging reports.
- Assist patients with billing inquiries and provide explanation of charges and payments as needed. Handle patient complaints and billing disputes.

Qualifications:

-Education: High school diploma or equivalent required; Associate's or Bachelor's degree in Business Administration, Accounting, or a related field preferred.

-Experience: Minimum of 2 years of billing experience, preferably in a healthcare or medical setting. Experience with pediatric or therapy billing is a plus.

-Skills: Proficiency in medical billing software and electronic health records (EHR), Strong understanding of insurance claims processing and coding, Excellent communication skills, both written and verbal, Exceptional organizational skills and attention to detail, Ability to work independently and manage multiple priorities.

Working Hours:

This position is full time, with consistent working hours.

Benefits:

We offer benefits such as health/dental insurance, retirement, paid time off and holiday pay.

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to hello@bettertogetheridaho.com by June 30, 2024. Please include "Billing Support" in the subject line.