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Billing Specialist

Description

Pillars of Wellness is seeking a well-organized and tech savvy individual with experience in medical billing. Essential responsibility would include working with our billing department to streamline billing into our EMR system.

Responsibilities

Other responsibilities would include:

- Reviewing patient bills for accuracy and completeness, and obtaining any missing information.
- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Following up on unpaid claims within the standard billing cycle time frame.
- Obtaining referrals and pre-authorizations as required.
- Answering all patient or insurance telephone inquiries pertaining to assigned accounts.
- Setting up patient payment plans and work collection accounts.
- Scheduling appointments and other administrative work.

Qualifications

- Experience in medical billing is preferred;
- Knowledge of insurance guidelines;
- Competent use of computer systems and electronic medical records;
- Ability to multitask; and
- Effective communication skills.

Job Benefits

Benefits:

- IRA matching
- Paid time off
- Paid vacation time
- Paid sick days

Schedule:

- Day shift
- Monday to Friday
- 8am-4pm

Location:

Merrillville, IN (subject to change)

Hiring organization

Pillars of Wellness

Employment Type

Full-time

Industry

Mental Health and Wellness

Job Location

Merrillville, Indiana

Working Hours

8am – 4pm M-F

Base Salary

\$ 12 - \$ 17

Date posted

January 24, 2022

Valid through

01.08.2022