

Job Title: Medical Billing and Claims Management Specialist

Physician Medical Practice in search of Billing and Claims Management Specialist with insurance claims and billing experience. Responsibilities include processing all charges through electronic and hard copy claims submission as necessary to ensure revenue stream for organization, work all correspondence from insurance carriers for payments a timely manner, sending records or appeals when necessary to ensure prompt payment, and maintain current timely filing guidelines and accurate lists of physician provider numbers and other information pertinent to filing insurance. Must demonstrate proficiency in medical coding and denial management with strong understanding of insurance benefits and payer policies. Must be a great team player and problem solver with a positive attitude and excel at customer service, communication, and time management. Competitive pay and benefits.