

Medical Billing Specialist

Kansas Joint & Spine Specialists, LLC is seeking a full-time Medical Billing Specialist to join the high-performance and fast-paced orthopaedic practice. This position is responsible for follow-up on open and pending insurance claims.

Essential Functions:

- Prepare, review, and transmit claims using billing software, including electronic and paper claim processing.
- Knowledge of insurance guidelines, including HMO/PPO, Medicare, and state Medicaid.
- Follow up on unpaid claims within standard billing cycle time frame.
- Check each insurance payment for accuracy and compliance with contract discount.
- Call insurance companies regarding any discrepancy in payments if necessary.
- Identify and bill secondary or tertiary insurances.
- Assist in claims charge entry and posting of payments.
- All accounts are to be reviewed for insurance or patient follow-up.
- Research and appeal denied claims.
- Answer all patient or insurance telephone inquiries pertaining to assigned accounts.
- Set up patient payment plans and work collection accounts.
- Prepare AR reports as needed.
- Maintain confidentiality and adhere to HIPAA and other regulations.

Qualifications:

- High School Diploma or equivalent
- Demonstrated high level customer service skills with patients and peers
- 3 years of Medical Billing experience in a Physician Clinic setting
- Proven knowledge of medical terminology generally obtain by medical billing certification or on-the-job training (minimum 2 years)
- High expectation of effective prioritization skills
- Professional communication skills both written and verbal
- High level working knowledge of Microsoft products (Word, Excel, etc.)

All full-time employees are eligible for health and retirement benefits.