



Title: **Medical Billing Specialist – Home Medical Equipment**
Full time opportunity (M-F days)

Location: Salt Lake (Murray), UT

Summary: Responsible for billing insurance claims to patient's insurance companies, following up on Accounts Receivable and coordinating collections on unpaid claims. Exceptional customer service skills required. Responsible for billing and collecting on medical insurances. Responsible for answering billing inquiries and assisting patient's on their accounts as necessary. Knowledge and experience with third party medical insurance reimbursement requirements are required.

Education:

1. High school diploma or G.E.D. equivalent.
2. Associate's Degree or equivalent desired.
3. Prior medical insurance billing experience is preferred, but not required
4. Experience with billing systems is preferred, but not required
5. Prior knowledge in Durable Medical Equipment (DME) billing (1-3 years).
6. Prior knowledge of Medicare Part B is helpful, but not required

Responsibilities and Duties:

1. Responsible for working knowledge of computer applications as it pertains to billing functions of the organization.
2. Responsible for working knowledge of reimbursement issues of equipment and supplies for third party payment, i.e. pricing, codes, denial and resubmission criteria, medical reviews.
3. Responsible to process secondary claims for payments for all payment sources.
4. Responsible for follow up on claim denials, requests for additional information and non-payment in a timely manner.
5. Responsible to work aging accounts as determined by the Accounts Receivable Manager.
6. Responsible to handle customer, 3rd party payers, and co-worker's concerns related to billing while maintaining confidentiality and excellent customer service.
7. Responsible to obtain and analyze reports for A/R aging, as required by the Accounts Receivable Manager.
8. Responsible to assist with developing and updating policies and procedures for efficient claims processing and increased productivity of billing department.
9. Responsible to maintain customer billing information through data change forms, note documentation, and claims management notes.
10. Responsible for attendance at department meetings and other workshops to stay current with job responsibilities.
11. Perform other duties as deemed appropriate by management.

Experience/Knowledge/Personality:

1. Able to function as a polite and cooperative team member with a positive attitude.
2. Ability to work well with people with exceptional professionalism.
3. Able to maintain confidentiality.
4. Good computer skills, oral and written communication skills.
5. Must be detail oriented.
6. Able to work independently with minimal supervision.
7. Able to handle heavy telephone traffic and meet deadlines.
8. Familiarity with insurance rules and regulations.

To Apply:

Please send resume via e-mail to HR@alpinehme.com.
Include in subject line of email: "Medical Billing Specialist"