



Healthcare Associates in Medicine

Practice Billing Associate

Job Title: Practice Billing Associate **Department:** Billing, Workers Compensation
Reports to: Associate Supervisor

IMPORTANT:

Only candidates who *currently reside in or in close proximity to Staten Island* are going to be considered for the role.

Job Summary: Currently hiring Medical Billing and Workers Compensation Specialists. In this role, you will be responsible for maintaining and ensuring compliance with current payments, rules, and legislative regulations that impact workers' compensation authorization, billing and collection, follow-up of outstanding A/R all-payers, and/or the resolution of denials and manage correspondence.

Full-time positions will be scheduled to work 42.5 hours per week. Part-time positions will be scheduled to work 24 hours per week. Days and hours of work will be determined at the time of hire. This position is located on Staten Island, NY. This full-time position will offer a competitive salary, Paid Time Off, and a full range of benefits. EOE.

Education/ Experience:

- High school diploma or equivalent required.
- Minimum of 2 years NY State Worker's Compensation experience is a MUST.
- Must possess strong communication and organization skills.
- Experience working in a healthcare environment.
- Working knowledge of PC's and Microsoft Windows and electronic medical records software.
- Proficient in electronic medical records.

Responsibilities (include but are not limited to):

- Coordinates with clinical staff to get charge information for all patients.
- Codes information about procedures performed and diagnosis on charge.
- Verifies and completes charge information in database and procedures billing.
- Processes and distributes copies of billing according to policies.
- Maintains required billing records, reports, files, etc.
- Follow-up for claim status and resubmit denied claims.
- Update client systems with detailed and accurate notes.
- Make necessary adjustments to claims based on EOB's.
- Review and prepare claims for manual and/or electronic billing submission.
- Correct and identify billing errors and resubmit claims to insurance carriers.
- Follow up on payment errors, low reimbursement, denials, etc.
- Review Insurance EOB's and initiate appeals as necessary.
- Check each insurance payment for accuracy and determine patient responsibility.
- Call insurance companies regarding any discrepancy in payments if necessary.
- Initiate and obtain prior authorizations from insurance carriers.



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- Responsible for ensuring the appropriate documentation is compiled in order to obtain authorizations.
- Work with insurance companies in a professional manner.
- Navigate insurance company websites and policies to keep up to date with policy changes.
- Communicate in a clear, but compassionate, manner with patients.
- Contact applicable insurance companies, through the internet or phone depending on requirements, and relay pertinent patient information to them for billing and medical pre-authorization purposes.
- Document information from insurance entities and gather it into appropriate databases for approval or denial reference and further reporting needs.
- Create an organized workflow in a concise manner that is understandable to yourself and team members.
- Provide excellent customer service, care, and communication for our patients in an efficient manner.

Teamwork:

- Consistently work in a positive and cooperative manner with fellow Team Members.
- Demonstrate flexibility to perform duties wherever volume deems it necessary.

Physical Requirements/ Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision.

1. Incumbent will be required to work at any facility and be responsible for own transportation.
2. Incumbent will be scheduled based on operational need.
3. Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.
4. Position is in a well-lighted office environment.
5. Involves sitting approximately 80 percent of the day, walking or standing the remainder.

Equal Opportunity Employer