

Marietta Dermatology Associates, P.A.

Job Title: AR Specialist

Department: Business Office

Reports to: Billing and Coding Manager

8-5pm

DUTIES AND RESPONSIBILITIES

- Work BCBS commercial and BCBS Medicare AR (denials/Appeals Etc.)
- Work Trizetto rejection report for BC and BC Medicare
- Enter InstaMed Payment
- Answer the phones / resolve billing issues for patients
- Mail hard copy claims and medical records to payers: Good Samaritan Health Center of Cobb, Capstone, Cobb County Sheriff's Department.
- Work the unverified Insurance Pool – Verify patient's benefits and contact patients
- Work Insurance Pool – Verify benefits for procedures scheduled
- Process patients refunds
- Process patient Credit Card Payments.
- Work rejected claims bucket in EMA
- Work up to but not limited to 50 accounts per day

Backup for: Payment / Patient Collection List

JOB SUMMARY

Work each account to its conclusion, including but not limited to reviewing and following up on payment denials, contacting insurance carriers for payment resolution, filing appeals, and submitting insurance claims to clearinghouses or individual insurance companies in a timely manner.

- Posting of private, patient, and insurance payments
- Completing adjustments to patient accounts
- Updating patient insurance information.
- Ability to interpret EOBs/ERAS
- Maintain HIPAA compliance.
- Performs other duties as assigned

QUALIFICATIONS

- High School Diploma or equivalent required.
- Minimum of 1 year of experience in a healthcare
- 1-year insurance collections/AR receivables experience. (Preferred but not required)
- Familiar with ICD-10 and CPT codes
- Detail oriented and able to handle multiple tasks.
- Able to communicate with insurance representatives and patients in a professional manner.

Note: This job description is not inclusive of all the duties of the position. You may be asked by leaders to perform other duties. Management reserves the right to revise this position description at any time.

PHYSICAL DEMANDS

- Walks and stands 20% of the workday, sits at workstation 80% of the workday.
- Lifts to 20lbs without assistance.
- Bends, twists, stoops, and squats 10% of the workday.
- Flexes and extends wrists and arms 80% of the workday.
- Manual dexterity required 90% of the workday.
- Good visual acuity and hearing and speaking ability are essential to communicating with team members and patients.

OTHER DUTIES: Includes but is not limited to: Scanning, cross-training of staff, faxing, copying, sorting, and any other duties to which you may be assigned.