

University Orthopedics, Inc.
Job Posting

JOB DESCRIPTION: Billing/Collections Specialist

RESPONSIBLE TO: Accounts Receivable Manager

SUMMARY: CPC preferred, needed for a large orthopedic practice in Providence. This is a full time position in the Billing Department with excellent benefits and flexible hours.

ESSENTIAL FUNCTIONS:

Researches all information needed to complete billing process including gathering charge information from physicians, and posting payments into practice management system

Follow up on claims, including tracking denials, resolving underpayments in a timely manner, managing refunds, and filing appeals

Assist with answering billing calls

Special Projects as assigned

EXPERIENCE: Minimum of 3 years of billing experience in a health care organization, CPT and ICD-9 knowledge, aging and collection processing.

SKILLS:

Orthopedics surgical billing experience preferred

Interpersonal skills to deal effectively with patients, physicians, and staff

Medical Software knowledge, Netpractice (MARS) preferred

Organizational skills to schedule time appropriately

Ability to follow collection account to a successful conclusion

Knowledge of third party billing and other collection skills

Interested applicants should submit their letter and resume to Susan Martins in Administration, fax to (401) 831-6054 or email to smartins@universityorthopedics.com

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