

InvisionHealth

TITLE: Billing Representative
Hourly/Non-Exempt Position

SUPERVISION RECEIVED: Billing Director

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS:

- Respect and maintain privacy and dignity of patients; assure confidentiality at all times in accordance with HIPAA regulations.
- Maintain efficient and professional telephone etiquette; transfer and handle calls as required. Document calls in patient chart. All phone calls to be returned the same day.
- Responsible for collecting, posting and managing account payments
- Responsible for submitting claims and follow up with insurance companies
- Prepares and submits clean claims to insurance companies electronically or on paper
- Answers questions from patients, office staff, medical staff and insurance companies as needed
- Identifies and resolves patient inquiries and concerns
- Prepares, reviews and sends or submits patient statements
- Reviews accounts with Billing Director to determine payment plans and/or sending to collections
- Performs collection actions as needed including contacting patients by phone and/or handling collection agency inquiries
- Participates in education and staff meetings as requested
- Behaviors, work ethic and attitude to be in compliance with employee manual, compliance plan and practice credo
- Maintains strictest confidentiality and adhere to all HIPAA guidelines and regulations.
- Actively reviews all "writes off" balances with Director of Billing.
- Maintain and report statistics as required.
- Secure the building at the close of each working day; log off computer and machines and utilities.

The job holder must demonstrate competencies applicable to the job position. The functions listed above are meant to highlight key responsibilities of this position but does not encompass all aspects of position. Additional functions will be applicable to position.

FOR CONSIDERATION:

Please forward cover letter and resume via email or regular mail to:

application@invisionhealth.com

Invision Health
Human Resources Department
400 International Drive
Williamsville, NY 14221

Thank you for your interest in our practice!