

Job Description:

Job Title:	Accounts Receivable Specialist	Location:	Aliso Viejo, CA
Work Schedule:	Full-time, M-F	Department:	Administration
Reporting Relations:		Exemption Status:	Non-Exempt

Summary of Duties and Responsibility:

- Understands medical policies and checks quarterly for updates
- Analyzes and researches unpaid insurance claims and requests/provides needed information to Insurance Company in a timely manner
- Reviews all aspects of claim which include but are not limited to patient demographics, diagnosis codes, signed doctor prescription, proof of delivery, and insurance information in MediSoft to ensure validity of claim
- Anticipates and performs required oral and written communications to payers to ensure proper timeline of documentation for accounts receivable management
- Facilitates payer reimbursements with acceptable hands-on knowledge of claim processes, contracted rates, collections statutes, etc.
- Scans Explanations of Benefits (EOB) documents into charts
- Analyzes and composes payer appeals on outstanding accounts receivable issues
- Produces detailed and concise final draft notes on all necessary claims
- Generates proper patient statements periodically
- Reviews and audits medical records prior to sending records to insurance. Ensures paperwork sent is complete and accurate
- Researches and verifies refund requests and posts takebacks and adjustments to patient files

Performs other related duties and assignments as required.

Qualifications:

- Previous Accounts Receivable experience necessary
- Associates Degree in a related field preferred
- Excellent problem solving and organizational skills with an attention to detail
- Ability to effectively communicate with clients and all levels within the organization
- Ability to read, write, and speak English proficiently
- Reliable transportation

Physical Environment and Working Conditions:

- While performing the duties of this job, the employee is subject to stand, sit, climb stairs; talk, hear, and use hands and fingers to operate a computer
- Regular, predictable hours required

Business Machines and Computer Software:

- MediSoft computer software
- Proficiency in Microsoft Outlook
- Proficiency in Microsoft Office Suite including creating and editing Excel spreadsheets

Date - 12/3/2019

Equal Employment Opportunity Policy: Medequip provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employments, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Signature and Disclaimer

Disclaimer: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

By signing below, I hereby agree to the terms and conditions stated above