

## **OrthoSouth Job Posting**

**Date of Posting:** September 21, 2021

**Position:** Rehabilitation Billing Supervisor

**Location:** Briarcrest and Southaven

**Workdays/Hours:** Monday-Friday Full-Time

**Date Position Available:** IMMEDIATELY

### **Qualifications:**

Minimum one-year medical office experience preferred; Excellent communication skills, both written and oral; Ability to multi-task; Self-motivated and flexible. Working knowledge of Microsoft Office and intermediate computer skills required; Ability to accurately obtain and interpret patient information; Understanding of insurance guidelines; Assist in meeting/exceeding department goals; Must have an outgoing personality, enjoy interaction with all types of people, and always possess professionalism.

### **Duties:**

- Obtaining referrals and pre-authorizations as required for procedures.
- Checking eligibility and benefits verification for Physical and Occupational Therapy.
- Calling and arranging payments and collecting pre-payments prior to appointment.
- Reviewing patient bills for accuracy and completeness and obtaining any missing information.
- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Following up on unpaid claims within standard billing cycle timeframe.
- Calling insurance companies regarding any discrepancy in payments if necessary
- Identifying and billing secondary or tertiary insurances.
- Reviewing accounts for insurance of patient follow-up.
- Researching and appealing denied claims.
- Answering all patient or insurance telephone inquiries pertaining to assigned accounts.
- Setting up patient payment plans and work collection accounts.
- Supervise Billing Clerks to make ensure charges are entered correctly and timely.
- Perform other duties as assigned and outlined by department manager.

Qualified applicants please send resume to: **Louise Goodwin** [lgoodwin@orthosouth.org](mailto:lgoodwin@orthosouth.org).