

ORTHOSOUTH
Central Billing Office
Job Posting

Date of Posting: 10/06/2021

Position: Billing Manager

Location: CBO – Primacy

Date Position Available: IMMEDIATELY

Immediate Director: Trish Bungard

Qualifications:

- Three to five years proven management experience in a physician group practice experience is a must.
- Proficient/advanced skills in CPT and ICD-10 coding.
- Up to date knowledge on the CMS (Medicare) regulations.
- Payor relations experience.
- Advanced Excel skills.
- Ability to communicate effectively and professionally.
- Ability to manage all billing functions ensuring claims are billed accurately, timely and in complete compliance with regulatory and company requirements.
- Ensures accurate reimbursement is being received for services rendered.
- Excellent organizational skills.
- Prior management experience is a must.
- Able to multi-task, yet bring tasks to completion within established timeframes.
- Strong attention to detail.
- Ability to work with minimal direct supervision.
- Ability to thrive in a fast-paced, ever-changing environment.
- Positive attitude.
- Ability to maintain confidentiality

Characteristic Job Tasks and Responsibilities: (May include any and/or all the following):

- Work closely with the Revenue Cycle Director and related teams.
- Manage all aspects of medical billing and reimbursement:
 - Timely, accurate, compliant submission of claims
 - Follow-up, denials, and underpayments
 - Uninsured and patient responsible balances
 - Resource deployment
- Manage 10 or more employees in multiple departments, with an emphasis on staff development.
- Identify/create appropriate management reports to reduce A/R, increase productivity, and improve efficiency.
- Develop excellent understanding of the OrthoSouth's Patient Management System (currently using Athena) to maximize the value of the system.
- Work with team to identify and implement process improvements.
- Performs other duties as assigned.

Qualified applicants please contact: Trish Bungard via email tbungard@orthosouth.org