

United States Jobs Expertini®

Sr. Billing Follow Up Associate

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Company: Adventist Health

Location: United States

Category: office-and-administrative-support

Job Summary:

Communicates with patients, government agencies and third party payers to gather, process and record information to receive appropriate reimbursement. Communicates with departments for charge information, coding updates, and other information for claim appeals. Completes billing and collection processes and prepares for distribution to appropriate sources. Review unpaid claims and obtain necessary information to resolve reimbursements. Acts as a resource for billing follow up associates for more complex claims. Checks own works and possibly the work of others.

Job Requirements:

Education and Work Experience:

High School Education/GED or equivalent: Preferred

Associate's/Technical Degree or equivalent combination of education/related experience: Preferred

Two years' billing experience: Preferred

Essential Functions:

Reviews, corrects and submits claims to payers.

Reviews unpaid accounts, initiates correct actions to collect the accounts, and follows up on action to assure expected results is achieved.

Performs follow-up of denials and/or errors and generates re-bills. Consistently meets or

exceeds productivity and quality performance expectations.

Assists/supports staff as needed as a resource/lead person with office duties and functions each day

Provides general office support as needed.

Performs other job-related duties as assigned.

Organizational Requirements:

Adventist Health is committed to the safety and wellbeing of our associates and patients.

Therefore, we require that all associates receive all required vaccinations, including, but not limited to, measles, mumps, flu (based on the seasonal availability of the flu vaccine typically during October-March each year), COVID-19 vaccine (required in CA, HI and OR) etc., as a condition of employment, and annually thereafter. Medical and religious exemptions may apply.

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