

Medical Billing Specialist for Orthopaedic Clinic  
Delafield, WI / Oconomowoc, WI / Pewaukee, WI

Medical Billing Specialist for Orthopaedic Clinic:

We are currently seeking a Medical Billing Specialists for our Orthopaedic Clinic. Qualified candidates will have strong Medical A/R experience and expertise, strong medical billing experience (2-7+ years) especially involving A/R (aging report)/collections management, insurance payer correspondence/appeals and CPT & ICD-10 knowledge.

Strong knowledge of practice management billing software required. Position also requires exceptional customer service and communications skills, the ability to maintain accuracy/compliance, work independently, multi-task with high volume workload and resolve problems efficiently and effectively.

Essential Functions:

Claims denial management / appeals

Open insurance claim resolution

Enter account comments, initial, subsequent, and follow-up tracking notes

Update information on patient accounts received from any and all sources

Contact payers to check the status of submitted claim

Maintain client and patient confidentiality at all times

Answer patient and insurance company phone calls

Possess the ability to communicate with billing manager to resolve issues

Possess the ability to analyze and review processing of insurance claims, draft and submit medical appeals, correcting and re-submitting claims

Identifying and correcting billing errors and resubmitting claims to insurance carriers

Providing review and remittance advice for payment errors, denials, and under payments

Following up on denied or unpaid claims

Calling insurance companies to follow up on claims

**Job Requirements**

- 3 or more years required experience in specialty insurance collections in a medical facility/practice or for a revenue cycle management company.
- Minimum of 2 years of experience in Accounts Receivable is required.
- Strong organizational and communication skills.
- Must be able to maintain a professional attitude and confidentiality at all times.
- Strong computer skills to be able to utilize a variety of software applications is required.
- Experience with Epic system is preferred.
- Strong oral, written communication, and time management skills
- Interpersonal skills
- Detail-oriented
- Ability to work in a team environment
- Revenue Management Systems experience