

# Walt Medina & Associates

*Building Companies. One Placement at a Time.*

*Our Client Seeks:*

## **TEAM LEADER / MEDICAL BILLER**

**JOB TITLE:** Account Manager - Team Leader  
**DEPARTMENT:** Follow-up  
**REPORTS TO:** Director of Operations

**JOB SUMMARY:** This position is responsible for accounts receivable collections from various insurance carriers, managing doctor accounts including coding, Explanation of Benefit reviews, timely claim reimbursement for the Follow-up Department.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Contact insurance companies for status on payments, appeals for no payment on claims.
- Review EOB's and superbills for errors.
- Handle customer service issues regarding billing statements.
- Review "pre-scrub" claims from Doctor's office for accuracy
- Create pre-collection list for uncollectible accounts.
- Ensure Accounts Receivable for doctor groups are worked to ensure proper reimbursement.

### **SUPERVISORY RESPONSIBILITIES:**

- This position has no direct reports however is responsible for overseeing the department work flow.

### **COMPETENCIES:**

*To perform the job successfully, an individual should demonstrate the following competencies:*

- Ability to coordinate and assign projects to the Follow-up staff
- Strong analytical and problem solving and communication skills
- Ability to handle difficult customer situations

### **BUSINESS RELATED CONTACTS**

- Interaction with physician office and hospital personnel
- Communication with internal departments is essential

### **EDUCATION AND/OR EXPERIENCE:**

- Three to four years experience in a medical billing office required
- Ability to interpret Explanation of Benefits
- CPC required
- Associates Degree preferred

### **COMPUTER SKILLS:**

- Working knowledge of Windows - Excel, Word, PowerPoint