



PEACHTREE HILLS PLACE
AN ISAKSON LIVING COMMUNITY

JOB ANNOUNCEMENT

TITLE: Biller
EXEMPT STATUS: Non-Exempt
HOURS OF SERVICE: Full-time; Hourly
RATE OF PAY: \$16.34 – 18.39 per hour
REPORTS TO: Director of Accounting

GENERAL SUMMARY:

Billing Specialist is a highly motivated individual with a proven track record to work a problem to its successful conclusion. This position is responsible for creating, managing, and collecting Member accounts. This includes but is not limited to submitting claims to private payers, Medicare, managed care plans, and insurance companies.

ESSENTIAL JOB DUTIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepare, review, issue and collect monthly all monthly bills
2. Collect and post all receipts related to billings
3. Prepare, review, issue and collects payment for third-party healthcare bills including Medicare, and managed care
4. Respond to billing questions and resolve any billing issues
5. Participate in Medicare and Triple Check Meetings
6. Monitor A/R aging, maintain aged accounts receivable balances below targets
7. Consistently follow up on unpaid claims
8. Perform other collection activities including contacting members by phone and submitting claims to third party payers
9. Maintain knowledge of medical -coding and third-party operating procedures and practices
10. Perform timely benefit verifications

QUALIFICATIONS:

1. Associate's degree or equivalent from 2 year college; or twelve months related experience and/or training, or equivalent combination of education and experience.
2. Previous administrative experience in a fast-paced environment.
3. Excellent verbal and written communication skills.
4. Excellent administration and IT skills.
5. Committed to delivering a high level of customer service, both internally and externally.
6. Flexibility to respond to a range of different work situations.
7. Ability to work under pressure.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to sit at a desk for up to six hours per day. Must be able to stoop, bend, stretch, and squat to access files and various documentation; must be able to lift up to 20 pounds frequently.