



Billers Payment & Collections Processing Temporary Full Time

SUMMARY

Primary responsibility for posting all insurance and patient payments into the NextGen EPM system ensuring charge components are reallocated to the appropriate payer(s) during the posting process and that patient liabilities and /or discounts are applied, managed and accounted for within EPM system. Reconciles EPM postings to Cash Receipts Journal or Electronic remittance advice, performs denial management functions, works A/R aging to prevent delinquent accounts, establishes patient budget plans and performs collection activities. Prepares training materials. Provides daily, weekly and/or monthly reports of activities. Other periodic duties may include eligibility verification and charge processing activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Two year certificate from college or technical school; or two years or more in a similar job capacity or equivalent combination of education and experience.
- Familiarity with the local healthcare industry trends and environment.
- Familiarity with FQHC and FFS billing rules.
- Experience with electronic medical billing systems including workflows and understanding of basic library set up.
- Ten key by touch.
- Basic to intermediate skills in Word, Excel and Outlook email. Capable of performing accurate addition, subtraction, multiplication, division and percentage calculations.