Join our team as **Revenue Cycle Specialist**

Are you looking for a great career opportunity in healthcare? We are a Spokane based national healthcare consulting company specializing in long-term care. This is a unique opportunity for someone that enjoys functioning outside the box. We provide various financial services to Providers of long term care. We are hiring a Revenue Cycle Specialist to work on Medicare, Medicaid and third party billing.

Position Overview
Responsibility for client billing accounts including the collections, coordination of billing processes and training of billing staff at the facility level. Properly apply all Medicare, Medicaid and HMO contract regulations when performing billing functions. Key criteria of this position are coordinating tasks to assure all deadlines both external and internal are met.

Duties and Responsibilities

- Obtain new patient demographic info and enter into software system.
- Verify all patient's payer sources with CWF and /or other insurance websites and notify facility of any changes.
- Set up and maintain all client and patient information in client specific electronic folders.
- Check ABN’s for accuracy and timeliness.
- Responsible for accuracy of all patient information entered in all systems.
- Prepare for and participate in triple check of all claims prior to submission.
- Submit all billing claims timely.
- Enter deposits and remits in accordance with client contract.
- Complete A/R close process timely.
- Follow up on claims status until paid.
- Maintain aging reports with notes and dates of billing activity etc.
- Review aging reports with Director of Revenue Cycle Management monthly.
- Review aging reports with Facility Administration monthly.
- Make and document collection calls as necessary.
- Assure Demand bills are submitted to carriers as necessary.
- Communicate in writing to Administrators when system errors occur.
- Maintain Medicare/ Medicaid bad debt logs with all required documentation.
- Quarterly complete Medicare and Medicaid Credit Balance Reports and submit to Director of Revenue Cycle Management.
- Respond to emails and phone calls to clients daily.
- Stay up to date on current and future changes in the billing process by participating in educational webinar’s and seminars.

Minimum Requirements

- A self-motivated team player with Long Term Care billing experience, minimum of 1 yr., or equivalent professional experience
- Strong analytical, communication and problem solving skills.
- Ability to train and work with a diverse group of professionals
- Proficient computer skills in business environment, with specific expertise using billing software.
- Possess strong organizational and client follow-up skills

Salary Commensurate on qualifications – Email cover letter and resume to: brenda.erickson@billing-services.com

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