



JOB DESCRIPTION

JOB TITLE: Medical Billing Specialist
DEPARTMENT: Pediatric Therapy Department
STATUS: Full Time

Paso del Norte Children's Development Center (PdNCDC) is seeking a Medical Billing Specialist for its growing Pediatric Therapy department. The candidate should be familiar with billing insurance companies and Medicaid. This person will be a full-time, goal-oriented, revenue driven, highly accurate and motivated Biller.

Primary duties include, but are not limited to: consistent follow-up on unpaid claims utilizing monthly aging reports and filing appeals when appropriate to obtain maximum reimbursement. Secondary duties include but are not limited to: data entry of all patient demographics, guarantor and insurance information, posting procedures and insurance/patient payments, scheduling, and ensuring authorizations are current.

Responsibilities:

- Ensure all claims are submitted weekly
- Verifies completeness and accuracy of all claims prior to submission
- Accurately post all insurance and patient payments daily
- Timely follow-up on insurance claim denials
- Reading and interpreting insurance explanation of benefits
- Completion of monthly aging reports to follow-up on unpaid claims aged over 30 days
- Monthly patient statements
- Obtaining referrals/authorizations
- Scheduling of appointments

Qualifications:

- High school diploma/GED required + 2 years' experience
- Electronic Medical Record experience a must
- Exceptional customer service skills
- Advanced communication and organizational skills
- Experience in CPT and ICD-10 coding; Knowledge of health care terminology highly desired
- Experience in filing claim appeals with insurance companies to ensure maximum entitled reimbursement.
- Knowledge of private insurance and Medicaid referral/authorization guidelines

Paso del Norte Children's Development Center
1101 E. Schuster Ave. • El Paso, Texas 79902
(915) 544-8484 • <http://www.pdnchildrens.org>

- Spanish speaking preferred
- Ability to multi-task and work courteously and respectfully with fellow employees, physician office and patients.

SALARY: \$12-\$14/hour. Pay based on experience

BENEFITS: Health and life insurance. 401K. Holiday pay, paid vacation and sick time.

CLOSING DATE: Friday, July 19th, 2019

APPLICATION: [Apply at this link](#). If invited to submit an application, you will submit application, resume and transcript in person to **1101 E Schuster Ave, El Paso, TX 79902**