



NOW HIRING! FULL-TIME MEDICAL BILLER – PEDIATRIC THERAPY

WAGE \$12.60 TO \$16.66 per hour, DOE

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.

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

APPLICATION: Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and copy of HS diploma or GED and any transcripts to admin@pdnchildrens.org

"NO PHONE CALLS, PLEASE"!

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