



**NOW HIRING!**

**FULL-TIME MEDICAL BILLING SPECIALIST/AUTHORIZATIONS & REFERRALS**

**Pay: \$12.98/hr - \$17.12/hr D.O.E**

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. Join us in our mission and make the journey with the precious children we serve.

**Summary/Objective** - Primary duties include, but are not limited to consistent follow-up on pending request for authorizations, referrals and scheduling. Secondary duties include but are not limited to data entry of all patient demographics, guarantor and insurance information, communication to staff, posting procedures and insurance/patient payments, scheduling, and ensuring authorizations are current. Assisting with aging claims as needed.

### **General Duties**

- Reading and interpreting insurance explanation of benefits
- Monthly patient statements
- Obtaining referrals/authorizations
- Scheduling of appointments
- Timely follow-up on insurance claim denials

### **Required Education and Experience**

- High school diploma/GED required + 2 years' experience
- Electronic Medical Record experience
- Exceptional customer service skills
- Advanced communication and organizational skills
- Ability to multi-task and work courteously and respectfully with fellow employees, physician offices and patients.

### **Preferred Education and Experience**

- Spanish speaking
- CPT and ICD-10 coding
- 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
- **Must pass criminal history background check**

**Other Duties** - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**Work Environment** - Shared office space

**Essential Functions** - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of education to [admin@pdnchildrens.org](mailto:admin@pdnchildrens.org)**