

Patient Accounts Specialist

Full Time

Responsibilities: Processes claims for proper reimbursement. Posts payments and adjustments to patient accounts. Researches EOB's on rejected claims. Negotiates with insurance company for workers compensation approval. Scrutinizes charge entry sheets for accuracy. Performs related work as required. Ability to manage multiple tasks and projects. Familiar with CPT & ICD-9 billing.

Minimum Qualifications: Two years billing experience required. Extensive knowledge of all types of health insurance requirements, electronic claim filing, posting payments, and collection. Proficient computer skills. Excellent customer service skills. Workers' Compensation experience preferred.

If you are interested in applying for a position, please submit your letter of interest along with a resume to New England Orthopedic Surgeons, 300 Birnie Ave, Suite 201, Springfield, MA 01107, Attn: Director, Human Resources, or email humanresources@neortho.com or fax to 413-788-0840.