

Medical Billing Specialist

New England Orthopedic Surgeons, is recruiting a full-time Medical Biller to perform billing functions for a large orthopedic medical practice. The right candidate will accurately post payments, adjustments and charges in a timely manner. Manage accounts receivable for assigned patient billing, including follow-up with insurances and patients. Must maintain detailed documentation on account activity. Analyzes and problem solves payment issues as they arise. Answer patients' questions and billing inquiries as needed, both on the phone and in person. Familiar with CPT and ICD-10 codes. Proficient computer skills. Excellent customer service skills.

Special Requirements: Must have the ability to manage multiple tasks and projects and deal effectively with physicians, patients and staff members. Must have strong oral and written communications skills. Must be able to problem solve and research accounts thoroughly to achieve strong collection results.

Educational Requirements: High School Diploma and certificate in Medical Billing. 1-2 years previous experience in medical billing.

New England Orthopedic Surgeons offers competitive salaries and excellent benefits. Our benefits include: Health Insurance Dental Insurance Life Insurance Short and Long Term Disability Insurance 401K Paid Vacation