

Job Description

South Dayton Acute Care values excellence, compassion, integrity, and teamwork in all aspects of patient care. We have been providing high-quality patient care in Dayton for 40 years and continue to grow. We are looking for the right person to assist in the daily operations of the Medical Billing Department and ensure the company is reimbursed correctly and in a timely fashion by insurance companies and patients. Reports to office manager.

Responsibilities

- Answer Medical Billing Department Phone Calls
- Answer Patients Questions and Set Up Payment Plans
- Accept Credit Card Payments from Patients
- Report Payments to Collection Agency
- Document conversations legibly and concisely
- Research/Enter Patient Demographics into Practice Management Software
- Work Account Receivable Reports

Call Insurance Companies and Process Appeals as Necessary

- Other duties as assigned

Qualifications

- **High School Diploma or equivalent certificate required**
- **Two to three years of experience in Medical A/R**
- Knowledge of third-party payers, ICD-10 and CPT Coding and medical terminology preferred.
- Exemplary customer service and communication and phone skills
- Strong understanding of computer programs
- Ability to work in a fast-paced environment and perform multiple tasks.
- Organized with strong attention to detail.
- Follows timekeeping and attendance Policy Guidelines

This company describes its culture as:

- Outcome-oriented -- results-focused with strong performance culture
- Team-oriented -- cooperative and collaborative
- Stable -- traditional, stable, strong processes

Job Type: Full-time

Salary: \$18.00 - \$20.00 per hour

Expected hours: 40 per week.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Life insurance
- Paid time off
- Vision insurance
- Tuition reimbursement

Schedule:

- Day shift

Work setting:

- Medical office

Experience:

- relevant: 2 years (Required)

Work Location: In person

Interested applicants:

Please email your resume to Annie V. at avarvel@sdacc.com. You may also search for the job posting on Indeed under S Dayton Acute Care Consultants.