

Community Physicians Group
05/13/2018
Job Posting
Central Revenue Office

Title: Central Revenue Office

Primary Position: CRO Patient Rep Level 1 – Commercial Team

Reports to: Kelly Chambers - Office Manager

Educational Requirements: Minimum – High School diploma or the equivalent. Intermediate computer skills required. Knowledge of ICD-10, CPT-4, and Medical Terminology and Medical Insurance.

Primary Responsibilities:

Account Representative in Central Revenue Office – Commercial Team

- Aetna, Cigna, UHC, and all other commercial insurance plans.
- Ability to multi-task
 - Detailed oriented
- Ability to use payer websites
 - Commercial Payers
- Insurance claim follow up
 - Claim denials
 - Monitor denials by clearinghouse
 - Monitor reason(s) for denial
 - Work with billing staff and front office staff on correction of errors
 - Re-filing corrected claims as needed
 - Filing corrections on paper
 - Filing corrections on clearinghouse portal
 - Run accounts receivable reports
 - Monitor A/R for insurance payers
 - Contact payers by phone or internet website regarding unpaid claims
- Filing paper secondary claims
- Pulling insurance EOB's
- Posting insurance payments electronically and manually
 - Monitor for errors
- Working with providers, other office managers, and CPG staff to insure billing and coding is correct and accurate.

Other duties and responsibilities as directed by supervisor.

Please contact Kelly Chambers at (479) 549-3079.