

Community Physicians Group
09/09/2019
Job Posting
Central Revenue Office

Title: Commercial Billing Specialist

Primary Position: CRO Commercial Billing Specialist

Reports to: Breah Hopper – Billing Supervisor

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

- Ability to use payer website for claim follow up, corrections, resubmissions.
 - Aetna, UHC, Cigna, BCBS and all other Commercial payers.
- Ability to multi-task
 - Detailed oriented
- 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
- 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 Breah Hopper at 479-373-1720 x2211, or Kelly Chambers at (479) 549-3079.