

Medical Billing Specialist:

Primary care office located in Buffalo is looking to hire two full-time Medical Billing Specialists, Payrate DOE.

- This is a wonderful opportunity to join a growing organization that stands behind its mission to care for the whole patient.
- The Medical Billing Specialist will work to maintain an efficient and concise revenue cycle for billable services.
- The medical biller will be responsible for utilizing EMR and billing software systems to prepare, submit and review claims.
- The Medical Billing Specialists will collaborate with insurance representatives to resolve patient billing errors, review billings for accuracy, and maintain up-to-date Accounts Receivable records.
- The Medical Billing Specialists must be well versed in ICD-10, CPT coding, and Medicaid.
- Medical Billing Specialist will pull remittances, prepare submittals, maintain work denials, and produce patient billing statements, in addition to processing appeals, resolving payer issues, and consistently adhering to HIPAA regulations.
- This individual will have excellent communication skills, strong interpersonal skills and will demonstrate discretion and tact when handling sensitive patient information.
- If you are a skilled Medical Billing Specialist with eCW EMR, Microsoft Office Suite, and Medicaid experience, this could be the job for you!

Required Qualifications:

- 5+ years in Medical Billing
- Excellent verbal and written communication skills
- Team player with the ability to multi-task
- Strong organizational skills with a positive attitude
- Electronic Medical Record experience (eCW is a plus)
- MS Office Word, Excel, and Outlook
- Knowledge of ICD-10, CPT Coding, and Medicaid

Education:

- Associates Degree in related field
- Medical Billing Certification

Pay: DOE \$25,000.00 - \$45,000.00 per year

Benefits: 401(k), 401(k) matching, Dental insurance, Disability insurance, Flexible schedule, Flexible spending account, Health insurance, Health savings account, Paid time off, Parental leave, Vision insurance

Please send resume and cover letter to bbinner@apwny.com