



The Provider's Partner and The Patient's Advocate

JOB TITLE: Biller - Medicare Home Health

LOCATION: Reston, Virginia

QUALIFICATIONS AND RESPONSIBILITIES:

We are seeking a full time Billing and Collection Clerk who will be responsible for Medicare Home Health reimbursement. We focus on electronic solutions to enhance our clients' revenue cycle. The position will work directly with healthcare clients to facilitate a fluid process of billing the claims timely and successfully. Prepare claims electronically and audit claims for appropriate payment.

- Excellent customer service skills
- Medicare billing and denial management skills
- Excellent PC skills are a must, including Medicare DDE, Email, Internet Research, Word Processing and Patient Accounting software
- Reviews and maintains reports and records to ensure accuracy

MINIMUM JOB REQUIREMENTS:

- High School diploma
- Minimum 2 years of experience in the field or in a related area
- Medicare Home health Billing
- PPS Billing guidelines

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Knowledge of commonly-used concepts, practices, and procedures within a particular field
- Relies on instructions and pre-established guidelines to perform the functions of the job
- Works well without immediate supervision. Primary job functions will require exercising independent judgment.