



## OPEN POSITION - PATIENT BILLING REPRESENTATIVE

### JOIN THE LEADING EXPERTS IN SKIN CARE!

SkinCare Physicians is the premier, state-of-the-art cosmetic surgery, laser, and dermatology practice in New England. We are a team of physicians, nurses, aestheticians and professional staff looking for top people to help us expand our practice and contribute to our mission of delivering personalized service and ethical, skilled, and comprehensive care. We are currently seeking an experienced, customer-oriented **Patient Billing Representative** for the full time, 5-day work week position described below.

#### GENERAL SUMMARY:

Responsible to gather charge information, maintain the insurance database, distribute insurance claims, and assist patients with insurance and self-pay billing problems. Additionally, the Patient Billing Representative processes data and information to facilitate complete and timely payments.

#### ESSENTIAL JOB FUNCTIONS INCLUDE:

- Clean claim submission.
- Approve and transmit EDI claims.
- Work EDI response reports to correct transmission errors from carriers.
- Research information required to complete billing process, working directly with physicians, referral coordinator and reception as needed.
- Code information about procedures performed and appropriate diagnosis for services.
- Audit and edit daily batches and data to produce clean claims. Reconcile charges.
- Post payments, adjustments, and transfer balances as required.
- Research and follow up on accounts requiring additional documentation. Manage and work receivable accounts.
- Assist with coding and error resolution.
- Handle patient questions, on-site and by telephone, regarding problematic accounts.
- Pre-authorize surgeries, medications and other procedures with third party payers.

#### PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- High School diploma or equivalent. Associate's or Bachelor's degree in business preferred.
- Five plus years of medical office billing or administrative experience.
- Knowledge of billing software, SCP billing and compliance policies, and of third party billing and claims/collection procedures.
- Confidentiality is a must!

#### BENEFITS:

SkinCare Physicians offers a competitive benefits package that includes Medical, Dental, Life, and Disability insurance, 401k, generous PTO and holiday time, free parking, and complimentary or discounted cosmetic and aesthetic services and products.

*If you are interested, please send your resume and cover letter to [humanresources@skincarephysicians.net](mailto:humanresources@skincarephysicians.net)*