



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 maximum 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 accounts requiring additional documentation. Manage 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 as needed.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- High School diploma or equivalent.
- Customer service experience is a plus.
- Knowledge of billing software, billing and compliance policies, and third-party billing and claims/collection procedures.
- Confidentiality is a must!

BENEFITS:

SkinCare Physicians is proud to offer a robust benefit package, free parking, and an outstanding work environment.

If you are interested in learning more about this position, please send your resume and cover letter to HR@skincarephysicians.net

Disclaimers:

Applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

SkinCare Physicians | 1244 Boylston Street – Chestnut Hill, MA 02467 | 617-731-1600 www.skincarephysicians.net



SkinCare Physicians of Chestnut Hill is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will SkinCare Physicians of Chestnut Hill discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.