



Western Washington Medical Group

Medical Billing Representative – Full Time

Date: 12/29/22

Location: Everett

This position will be responsible for efficiently handling all aspects of accurately posting daily charges and managing insurance A/R follow up.

Essential Job Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Processing daily charges for care centers
- Retrieve daily charges into PM from clinic providers via EMR
- Review visits (chart notes) in EMR for issues or missing orders, tickets, modifiers, pointers/send any necessary appends or flags to providers or MA's
- Manually enter charges into PM when applicable (Lab, Hospital and Facility charges for FM and Critical care)
- Retrieve and clear Un-retrieved charges for recently ordered labs (appearing on old tickets)
- Process Secondary claims (electronic and paper)
- Communicate Registration errors with PSR's
- Communicate conflicts with PSR's, PM and EMR issues to Department supervisor
- Insurance aging for care centers
- Work A/R reports and make necessary phone calls and submit corrected claims (when necessary) via specific insurance carriers preferred method
- Work all statuses, i.e. Filed Rejected/Overpaid/Ticket owners
- Insurance refunds, request recoups or write up refund requests.
- Engage supervisor over any AR issues with insurances/contracting/credentialing

Professional Qualifications:

- Knowledge of CPT & ICD10
- Skill in using computer, fax, copier and ten-key
- AHIMA and/or AAPC Certified Coder (preferred)
- Effective communication skills
- Must be task oriented; strong attention to detail, able to complete assignments accurately and timely, and work well within a team to ensure work is completed.
- You must be able to provide proof of legal authorization to work in the United States

Education and Experience –

- High school diploma or GED
- Two years recent medical billing experience

Physical Demands

Must be able to tolerate intermittent physical activity, including sitting, walking, standing, stooping, carrying, bending, and talking. The degree to which any of these is done depends on the techniques being used. Must have sufficient freedom of total body movement in order to

stand up and sit down at work station, be able to squat and/or stoop in order to lift at least 25 pounds. Must be able to reach for files/charts above shoulder height.

Work Environment

Works inside under normal temperature conditions with adequate light, ventilation and space. Works with others, as well as alone. Must expect moderate noise generated from computer printer, office machinery and occasional talking. Must be able to work in a small or confined office space. Must be able to multi-task, and work well in a very busy office.

Additional Information

This description is intended to describe the essential job functions and the general supplemental functions for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of the position. Other functions may be assigned and management reserves the right to add or change the duties at any time.

Benefits:

- Medical, Dental, and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We're interested in learning more about you and appreciate your taking the time to apply online.

Salary: Hourly wage, \$23 - \$26 per hour depending on experience, skill set and education

To Apply: please send cover letter and resume to: aedens@wwmedgroup.com.

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.