



Western Washington
Medical Group

Patient Financial Services Representative

Job Description:

Summary: This position will be responsible for efficiently handling all aspects of the revenue cycle including, charge entry, electronic payment posting 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)
- Bill Childhood immunizations to WVA and write off balances for prior month
- 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.

Job Type: Full-time

If you are interested in this position please send your resume to Amelia Edens at aedens@wwmedgroup.com