

Surgery Center Billing Representative – Part Time

Date: 6/21/23

Location: Snohomish

When you join the WWMG team, you will become part of the most professional, caring, and respected medical community in Washington. This isn't big business. We don't answer to Wall Street. We answer to our patients, and we provide them with the highest quality care – care that you can be proud of!

Join our top-performing team at WWMG's Gateway Surgery Center, an ambulatory surgery center (ASC). Our team enjoys professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We believe in continuous improvement, and work hard to offer world class care to our patients. We are trusted by patients, are valued members of the community, and are creators of positive change.

Job Functions:

- Working with staff member to post, bill and collect surgery center procedures to insurance companies in a timely manner.
- Preparing, reviewing, and posting claims using Athena/Centricity EMR billing software, as well as electronic and paper claim processing.
- Following up on unpaid claims within standard billing cycle timeframe.
- Checking each payment for accuracy and compliance with contract discount.
- Calling insurance companies regarding any discrepancy in payments if necessary
- Reviewing accounts for insurance of patient follow-up.
- Researching and appealing denied bills.
- Answering all patient or insurance telephone inquiries pertaining to assigned accounts.
- Setting up patient payment plans and work collection accounts.
- Updating cash spreadsheets and running collection reports.

Required Qualifications/Special Training:

- CPT/ICD coding experience (required)
- Must be able to work independently and with other staff members
- You must be able to provide proof of legal authorization to work in the United States

Education Background:

- High school diploma or equivalent

Work Experience:

- ASC and/or hospital billing preferred
- ICD-10: 1 year (required)

Why Work at WWMG?

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

- Competitive Pay
- 9 paid holidays
- 401K, Profit sharing
- Paid vacation and sick leave
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

We're interested in learning more about you and appreciate your taking the time to apply online.

Schedule: Part time: 20-24 hours/week, Monday to Friday. No evenings or weekends. Specific hours open to discussion. Job is on-site in Snohomish, no remote work.

Salary: \$25.00 - \$28.00 per hour, depending on experience, skill set or education.

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

We're interested in learning more about you and appreciate you taking the time to apply online.

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.