Company

[Revenue Management Medical Billing](https://www.thebishopagency.com/)

Vacancy

Claims Follow-Up Representative Level I

Details

-Daily follow up on all outstanding insurance and patient claims

-Research and validate posted payments and adjustments to ensure claims processed as expected according to contractual agreements

-Review and process correspondence received to resolve open A/R balances

-Work with supervisors to streamline billing procedures based on denial types

-Review denials and underpayments for appeal and/or resolution

-Handle incoming calls from patients and insurance companies regarding claims and patient balances

-Provide best billing practices and payor trends to other revenue cycle areas to improve revenue cycle operations

-Participate in revenue cycle projects as needed

Essential Education, Experience and Skills:

Minimum Education: High School diploma or equivalent.

Send Resume To: [kbishop@thebishopagency.com](mailto:kbishop@thebishopagency.com)