

Full Time Medical Insurance Follow up

- **Location:** Findlay, Ohio
- **Setting:** Physician owned outpatient orthopaedic clinic
- **Position Requirements:**
 - Must have experience in medical billing.
 - Must be a team player with a positive attitude, energetic, with a focus on A/R
 - Attention to detail
 - Time management skills
- **Helpful:** NextGen® application knowledge
- **Job Duties**
 - Navigate through various insurance rules and regulations to reduce A/R days
 - Understand the various types of insurance carriers along with their claim requirements
 - Provide successful follow-up efforts to A/R including the appeals process for denied claims
 - Reduce risks by understanding professional courtesy regulations, clean claims and timely filing guidelines, refund requirements, and other regulations
 - Use data and reports as indicators for potential improvement areas.
- **Work Expectations**
 - Clinic hours: 8 am to 5 pm
 - Team player
 - Ability to interact effectively and in a supportive manner with persons of all backgrounds
- **Benefits**
 - PTO, Sick Time
 - 401K
 - Health Insurance, employee driven dental and vision, HSA contribution
 - Life Insurance
- Send Resumes via email to hr@ohiortho-sportsmed.com or fax 419-429-1933