



Retina Northwest

Retina and Vitreous Diseases

JOB TITLE: Research Billing/AR Specialist
DEPARTMENT: Patient Services
REPORTS TO: Practice and Business Services Manager
SUPERVISES: Business Services
FLSA STATUS: Non-exempt
WORK STATUS: Full-Time, 40 Hrs Per week, Monday- Friday 9:00-5:30 PM.

JOB OVERVIEW: This position works primarily in research billing & patient accounts receivable; works well within an established business services team and regularly interacts with vendors, carriers, staff, and patients via telephone.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Create, prepare and submit research invoices
2. Process payments
3. Review reports, research, and resolve issues pertaining to insurance denials.
4. Manage patient accounts, collects payments and update accounts to reflect changes.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to problem solve, collect data, establish facts, and draw valid conclusions.
2. Hardworking, detail oriented and strongly self-motivated.
3. Excellent customer service skills: Friendly, polite, professional, and confident.
4. Calm demeanor with a positive attitude and sense of humor
5. Reliability with regular and punctual attendance.

MINIMUM JOB REQUIREMENTS:

Education: High school diploma or equivalent required. *Trade school certificate a plus.
Experience: Minimum 1-2 years medical office patient and insurance A/R experience

OTHER ABILITIES:

1. Ability to follow oral and written instructions.
2. Ability to work as a team member.
3. Skill in effective management and customer service.
4. Regular travel to and from all satellite locations.

This description is intended to provide only the basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, ability and working conditions including physical requirements may change as needs evolve.

Retina Northwest is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.