

Medical Billing Specialist

OrthoRx, Inc. is a leader in providing management and administration of orthotic and durable medical equipment programs for orthopaedic physician practices. **OrthoRx, Inc.** manages all aspects of the program for the physician-client, including but not limited to: inventory management, proper product fitting and adjustment, patient education, claim pre-certification and authorization, billing paperwork management, and collection services.

OrthoRx, Inc. is an equal employment opportunity employer. We offer a competitive hourly rate and benefits package.

Job Description:

The **Medical Billing Specialist** is responsible for accurate and timely booking of new accounts and charge orders within the billing system to insure submission of clean claims per payer filing time frames.

Duties and Responsibilities:

- Perform quality control on new accounts and charge orders per **OrthoRx** policies and procedures.
- Obtain daily coversheets or paperwork for accounts to be worked or entered into billing system.
- Work as a team with Center personnel to insure accurate and timely selection of open charge orders.
- Review assigned payer sites for medical policy changes, manual updates and provider bulletins.
- Review and verify all insurance requests within 24 hours of receipt.
- Communicate process or payer requirements/changes to Center personnel.
- Demonstrate a strong working knowledge of billing system functions to effectively execute job duties.
- Strong working knowledge of ICD-9, CPT, and HCPCS codes and HIPAA laws.
- Prepare adjustments for A/R for approval and processing.

Qualifications:

- High School diploma or equivalent required.
- 1-3 years experience in medical billing for self-pay, private insurance and government programs required; DME experience preferred.

Specific Skills:

- Above average interpersonal communication skills required: ability to work well with Center personnel and associates.
- Highly developed attention to detail and organization skills critical
- Ability to manage multiple tasks and meet deadlines
- Ability to cross-train to other functions as necessary.
- Ability to write professional correspondence via letters or email.
- Basic mathematical skills.
- Working knowledge of business and communication software including MS Office (Word, Excel, PowerPoint, and other related programs) and general business equipment (facsimile, copier, printer, etc.).

To Apply:

Please send your resume, references, cover letter with salary expectations in Word format, specifying **“Billing Specialist”** in the subject line to careers@orthorx.net. Your response will be held in the strictest confidence.

For more information on our company, please visit our website at www.orthorx.net.