

## **Billing Office Specialist**

[South Shore OrthopedicsHingham, MA, USA](#)

### **Benefits Offered**

**401K, Dental, Life, Medical**

**Employment Type: Full-Time**

### **Why Work Here?**

*“Energetic, fast paced and fun environment, with excellent benefits and team delivering exceptional care!”*

**Position Summary:** This is a high volume, fast paced and exciting environment. We have a strong team, supportive management & offer a full benefit package including, medical, dental, life and retirement plans.

Responsible for contacting insurance companies to collect past due balances, as well as negotiating payment arrangements. Reviews assigned collection accounts to ensure that each account was billed correctly and to make sure that all payments and adjustments were applied appropriately. Respond to phone calls regarding disputes, payment options and collection activities. Assists patients directed to the Billing Department from the Front Desk with billing inquiries, account issues and the collection of payments for past due balances. Document the patient's account to reflect any activity that was performed. Heavy follow-up on accounts by reviewing statements, open balances, credit balances, denied claims, low paid claims. Process and follow-up appeals. Complete all other duties that are assigned.

### **Qualifications:**

- Three plus years experience in medical billing.
- Orthopedic billing a Plus.
- Knowledge of CPT, ICD-9 & medical terminology is necessary.
- Knowledge of billing processes as well as collections processes/rules
- Must have excellent computer skills with great communication skills to communicate with patients, insurance carriers as well as co-workers and providers
- High School Diploma or Equivalent required

### **Working Conditions:**

- Very little possibility of safety risks or exposure to bodily fluid
- Ability to lift 15 pounds
- Regular sustained concentration
- Occasional conflicting demands, time pressure, deadlines
- Ability to walk distances to interact with patients, co-workers

- Numerous interruptions may be expected since the employee is continuously interactive with patients, 3rd party payers, and other staff.
- The noise level in the work environment is moderate

### **About South Shore Orthopedics:**

[www.southshoreorthopedics.com](http://www.southshoreorthopedics.com)

South Shore Orthopedics is a group practice with a dynamic and progressive culture. The highest quality orthopedic care is delivered with a modern and efficient approach. Each and every member of our organization exhibits honesty, integrity and respectful behavior. Our team will continue to grow and advance to meet the musculoskeletal needs of our community. Our mission is to provide the highest quality orthopedic care in an accessible, safe, respectful and efficient manner.

As a group orthopedic practice, it is critical that our organization functions as a team and we collectively strive to create a work environment that is cooperative and collegial. Effective communication is vital. Each and every member of our team understands the competitive nature of our industry and, therefore, strives for excellence, both as an individual and on behalf of South Shore Orthopedics.

Professional development at all levels is supported and encouraged to deliver the safest and highest clinical care.

Our patients, our referring physicians and their offices are our customers. Their referrals are vital to our success. They will always be treated with respect and compassion.

Success and vitality are assured through a fiscally conservative management, anticipation of opportunities and flexibility to change.

Hard work will be rewarded, humor and fun appreciated and mutual respect demanded.

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Company website: <http://www.southshoreorthopedics.com>

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