

Revenue Cycle Specialist

Join the region's Employer of Choice for professionals that are passionate about Healthcare and our Community!

Take a positive step in your career and join our team! Hospicare and Palliative Care Services is accepting applications for a Revenue Cycle Specialist at our Ithaca location, This is a 28 hours per week position, with benefits.

Summary:

The Revenue Cycle Specialist oversees crucial financial tasks, specifically billing, processing payments and collections, within our organization. As a revenue cycle specialist, your job duties include billing insurance companies and patients for administered care, posting incoming payments to patient accounts, and tracking accounts receivable to ensure accuracy.

This position reports to the Finance Director

Requirements:

- Responsible for Medicare notice of elections and terminations
- Prepares and submits claims timely to Medicare, Medicaid and private insurance claims
- Ensures that claims are processed correctly and accepted by the payor source
- Review and appeal unpaid and/or denied Medicare, Medicaid and private insurance claims
- Troubleshoot reimbursement issues and claim follow-up
- Processes adjustments and re-file claims as needed
- Troubleshoot reimbursement issues and claim follow-up
- Work directly with the insurance companies, healthcare providers, and patients to get claims processed and paid
- Post payments to patient accounts
- Review the Aging Report monthly with Director of Finance
- Coordinate with The Financial Operations and Medical Billing Assistant to verify coverage and/or obtain approvals from private insurance companies for services to be rendered
- Maintain all related records in compliance with program standards and regulatory requirements

Qualifications

- Maintains confidentiality.
 - Is able to work with diverse groups of people
 - Has at least two (2) years experience in Medicare Part A billing/health care setting is preferred
 - Detail oriented, must enter accurate patient and insurance information
 - Has good oral and written communication skills.
 - Strong computer skills; knowledge of Microsoft Office, especially Excel, Outlook, Word, and Adobe Acrobat Pro
 - Excellent customer service
 - Excellent written and verbal communication skills
 - Able to follow oral and written instructions
 - Able to organize work in relation to established priorities and meet deadlines
 - Able to work independently, with limited supervision
 - Able to make sound reasonable decisions
- Associates Degree or Bachelors degree in accounting or business administration or work equivalent (strongly preferred)

Benefits:

- ***Health Insurance the 1st of the month after hire***
 - Healthcare Coverage choices: 3 Preferred Provider Organizations (PPO) plans and 3 High Deductible Health Plans (HDHP)
 - Dental: 3 plans
 - Vision: 4 plans
- Enhanced or Basic Accident Insurance
- Enhanced Critical Illness Insurance
- Telemedicine
- Wellness by Choice
- Employee Life Insurance & AD&D
- Short Term Disability Account
- Long Term Disability
- Identity Theft Protection
- Flexible Spending Account or Health Saving

Generous time off package:

- Vacation time is available for use after six months.
- Sick time (12 days per year) Pro-rated
- Personal time (5 days per year) are available for use after three months. Pro-rated
- Paid holiday time may be used immediately upon hiring. Pro-rated

Secure your Future with Hospicare's Retirement Plan with employer contribution after 12 months with no vesting period.

