

Medical Accounts Receivable Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$20.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

We are currently seeking a diligent Medical Accounts Receivable Clerk to join our vibrant team. The ideal candidate will have a solid understanding of revenue cycle management and will be primarily responsible for tracking claims, following up on denied claims, and balancing claim amounts to zero.

Responsibilities:

1. Regularly monitor and follow-up on the status of claims, both electronically and through phone calls.
2. Investigate denied claims and take necessary action for re-processing, ensuring all claims are paid correctly and promptly.
3. Respond to payer requests timely and professionally, ensuring positive relations with payers.
4. Adjust claim amounts as necessary to align with services provided and agreements in place.
5. Balance claims to zero to maintain accurate financial records.
6. Conduct regular clean up activities to keep balances on claims updated and accurate.
7. Leverage knowledge of collection processes to drive efficient resolution of outstanding payments.
8. Participate in revenue cycle activities and offer insights for process optimization.

Requirements

Qualifications:

1. Proven experience in medical accounts receivable, particularly within the revenue cycle.
2. Thorough understanding of healthcare billing processes, terminologies, and regulatory requirements.
3. Familiarity with collection processes and strategies.
4. Strong organizational and multitasking skills.
5. Exceptional communication abilities, both written and verbal.
6. Proficiency in healthcare billing software and Microsoft Office Suite.
7. Detail-oriented with an analytical mindset.
8. Ability to work in a fast-paced, highly dynamic environment.

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.