



## **JOB OPENING – PATIENT BILLER/COLLECTIONS**

### **JOB DESCRIPTION:**

PATIENT BILLER is responsible for collecting outstanding medical bills due to applied deductibles, copays, benefits exhausted, and lack of coverage. Patient Billing is responsible for contacting patients for payments, attorney information, and alternate health insurance information. Patient Biller is assigned to a specific list of patients for whom they are responsible for collecting outstanding patient responsibility Accounts Receivable. Responsibilities:

- Print and Mail Patient Billing Statements
- Request Letters of Protection (LOPs) from attorneys for patients whose auto insurance benefits did not pay 100% of the bill.
- Obtain Secondary Health Insurance information
- Follow-Up with attorneys for case status on outstanding accounts.
- Follow-Up with Network Providers for copies of Health reimbursement details.
- Work current A/R and Collections Reports in AIG's Claims Management System.

### **REQUIREMENTS - QUALIFIED CANDIDATE MUST:**

Have Customer or Patient Billing Experience, preferably at least one (1) year

- Be able to address accounts in the Patient Billing A/R in a very timely manner following company guidelines and procedures
- Have excellent phone skills and the ability to make calls to patients and attorneys, and take patient, provider, and attorney calls and answer questions
- Maintain effective working relationships with facilities, attorneys, patients and payers.
- Must have the ability to prioritize work and handle simultaneous projects
- Adherence to laws and best practices in regards to dealing with customers and health data
- Have the ability to work independently and as part of a team
- Be very comfortable using computers and be able to learn our web-based claims management system. Must know Microsoft Word and how to manage email inbox in Outlook
- Previous experience of billing Auto/No-Fault injury claims is a plus, but not a requirement.

### **EMPLOYMENT TYPE AND HOURS:**

Full Time; Must be able to work Mon - Fri, 8:00 am -- 4:30 pm, 30 minute lunch

- Job Type: Full-time
- Our company provides a pleasant working environment, competitive salary, and medical and dental benefits. Please email your resume and cover letter with compensation requirements and history using the link in this job posting.

**PLEASE:** No phone calls No calls from staffing agencies No solicitations

Job Type: Full-time Required experience: Medical or Patient Billing: 1 year

### **To Apply:**

Send resume and cover letter to [techhr@aignetwork.com](mailto:techhr@aignetwork.com).

Face to face interviews will be scheduled accordingly.

*Atlantic Imaging Group, LLC, is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.*