



Billing & Insurance Specialist

Campbellsville, KY

Lebanon, KY

Job Type: Full-time

Pay: Up to \$42,000.00 per year

Work Location: In person

Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- PTO
- 401(k) matching
- Employee discount
- Employee assistance program

Full Job Description

About Us

We are a busy, fast-growing rural health clinic dedicated to providing exceptional care to our community. We are seeking a detail-oriented, motivated Billing & Insurance Specialist to join our team and support our mission of delivering high-quality healthcare services.

Position Summary

The Billing & Insurance Specialist plays a critical role in ensuring accurate and timely billing, claims processing, and reimbursement while also providing direct support to patients. This individual will maintain patient records, assist patients with billing inquiries, communicate with insurance providers, and collaborate with clinical staff to support smooth financial operations.

Key Responsibilities

- Prepare, process, and submit insurance claims and patient service bills.
- Review patient records and documentation to ensure completeness and accuracy for billing purposes.
- Manage accounts receivable by following up on unpaid claims and conducting medical collections as necessary.
- Utilize EMR and EHR systems to maintain patient information and billing records.

- Communicate with insurance companies to resolve billing discrepancies and obtain necessary authorizations.
- Stay updated on changes in medical billing regulations and coding practices to ensure compliance.
- Collaborate with healthcare providers to clarify any discrepancies in patient records or billing information
- Verify coding accuracy (CPT, ICD-10) and update records in compliance with Rural Health Clinic guidelines.
- Reconcile patient accounts, track payments, and follow up on outstanding claims to ensure timely reimbursement.
- Provide regular reporting on billing activity, payments received, and outstanding balances.
- Communicate professionally with patients, staff, and outside agencies regarding billing and insurance matters.
- Uphold clinic policies, procedures, and compliance standards.

Qualifications

- Proven experience in medical billing, coding, or related roles within a medical office setting.
- Strong knowledge of medical terminology and medical records management.
- Familiarity with EMR and EHR systems is preferred.
- Excellent attention to detail with strong organizational skills.
- Ability to communicate effectively with patients, providers, and insurance representatives.
- Proficient in handling sensitive information while maintaining confidentiality.
- Certification in medical coding or billing is a plus but not required.

Join our dedicated team of professionals committed to providing exceptional healthcare services while ensuring accurate billing practices!