



**Healthcare Associates in Medicine,  
A Division of Orlin & Cohen Medical Specialists Group**

<b><u>Job Title:</u></b>	Medical Billor/Compensation Specialist	<b><u>Department:</u></b>	Financial Services
		<b><u>Reports to:</u></b>	Associate Director of Financial Services

**About the Job:**

STATEN ISLAND, NY Healthcare Associates in Medicine, a division of Orlin & Cohen - are currently hiring Medical Billing and Workers Compensation Specialists. In this role, you will be responsible for maintaining and ensuring compliance with current payments, rules, and legislative regulations that impact workers' compensation authorization, billing and collection, follow-up of outstanding A/R all-payers, and/or the resolution of denials and manage correspondence.

Full-time positions will be scheduled to work 42.5 hours per week. Part-time positions will be scheduled to work 24 hours per week. Days and hours of work will be determined at the time of hire. This position is located on Staten Island, NY. This full-time position will offer a competitive salary, Paid Time Off, and a full range of benefits. EOE.

**Position Responsibilities/Standards (include but are not limited to):**

- Coordinates with clinical staff to get charge information for all patients.
- Codes information about procedures performed and diagnosis on charge.
- Verifies and completes charge information in database and procedures billing.
- Processes and distributes copies of billing according to policies.
- Maintains required billing records, reports, files, etc.
- Follow-up for claim status and resubmit denied claims.
- Update client systems with detailed and accurate notes.
- Make necessary adjustments to claims based on EOB's.
- Review and prepare claims for manual and/or electronic billing submission.
- Correct and identify billing errors and resubmit claims to insurance carriers.
- Follow up on payment errors, low reimbursement, denials, etc.
- Review Insurance EOB's and initiate appeals as necessary.
- Check each insurance payment for accuracy and determine patient responsibility.
- Call insurance companies regarding any discrepancy in payments if necessary.
- Initiate and obtain prior authorizations from insurance carriers.
- Responsible for ensuring the appropriate documentation is compiled in order to obtain authorizations.
- Work with insurance companies in a professional manner.
- Navigate insurance company websites and policies to keep up to date with policy changes.
- Communicate in a clear, but compassionate, manner with patients.
- Contact applicable insurance companies, through the internet or phone depending on requirements, and relay pertinent patient information to them for billing and medical pre-authorization purposes.



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- Document information from insurance entities and gather it into appropriate databases for approval or denial reference and further reporting needs.

**Position Responsibilities/Standards (include but are not limited to):**

- Create an organized workflow in a concise manner that is understandable to yourself and team members.
- Provide excellent customer service, care, and communication for our patients in an efficient manner.

**Teamwork:**

- Consistently work in a positive and cooperative manner with fellow Team Members.
- Demonstrate flexibility to perform duties wherever volume deems it necessary.

**Education/Experience:**

- High school diploma or equivalent required.
- Minimum of 2 years NY State Worker's Compensation experience is a MUST.
- Must possess strong communication and organization skills.
- Experience working in a healthcare environment.
- Working knowledge of PCs and Microsoft Windows and electronic medical records software.
- Proficient in electronic medical records.

**Job Type:** Full-time

**Pay:** \$17.00 - \$24.00 per hour

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

**Schedule:**

- 8 hour shift

**Education:**

- High school or equivalent (Preferred)

**Experience:**

- Medical Billing: 2 years (Preferred)

**Work Location:** One location

2535 Arthur Kill Rd, Staten Island, NY 10309

*Equal Opportunity Employer*