

Mental Health Resource Center (MHRC) and Renaissance Behavioral Health Systems (RBHS) are seeking a Remittance Processing Specialist to work at our corporate office in Jacksonville, Florida.

The Remittance Processing Specialist is responsible for timely and accurate posting of insurance payer's electronic funds transfers, explanation of benefits, denials and adjustments received via all electronic resources.

Responsibilities of the position include but are not limited to:

- Downloads Commercial, Medicare and Medicaid EOBs from various websites.
- Uploads and processes electronic Explanation of Benefits (EOBs) from the internet, including printing, balancing and posting.
- Accurately reads interprets and posts the explanation of benefits (EOB) from various insurance payers and post the payments to client accounts.
- Posts and adjusts insurance take-backs and withholds.
- Documents payer payments and receipt dates in the cash database.
- Utilizes payer websites to locate missing remittances.
- Researches and resolves posted and unposted payments to include refunds.
- Verifies payments posted against totals on the bank statement and weekly reconciliation.
- Serves as the backup for the Patient Accounts Specialist – Payment Poster.
- Communicates and assists the Business Office Manager and Patient Accounts Specialists in regards to denied charges, rejected claims or any other issues that affect reimbursement.

Position Requirements:

- High school diploma or equivalent required.
- Minimum of one year experience working in a healthcare billing/revenue cycle operations with commensurate knowledge of healthcare practices, payment posting, billing terminology required.
- Must perform accurate data entry at a minimum level of 25 words per minute.
- Proficiency in Microsoft Office Programs (Excel and Word), Outlook, email and the use of the Internet.
- Proficiency in the Electronic Health Records (EHR) and Patient Information System demonstrated within three months post deployment of system.
- Ability to scan and manage documents electronically.
- Must understand healthcare billing and remittance processing.
- Ability to work independently and as part of a team.
- Strong communication skills and writing skills are essential. This individual must be able to interact appropriately with internal and external customers, including employees, supervisory staff, and other department professionals
- Documentation, paperwork and system entries must meet internal and external guidelines for content, accuracy and timeliness

Position Details:

- This position is a Full Time position: Monday through Friday, Days.
- This position includes a comprehensive benefits package.