

## **Position Description:**

**Renaissance Behavioral Health Systems**, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Patient Accounts Specialist** to work at our corporate headquarters in Jacksonville, Florida.

The Patient Accounts Specialist is responsible for accurate and timely claims submissions, reimbursements, adjustments and refunds of assigned insurance payers in accordance with current policies and procedures.

Some of the responsibilities of the position include but are not limited to:

- Files claims with all appropriate payers.
- Generates daily billing reports that reflect payer summaries of claims filed and amounts to be collected for submission to Business Office Manager.
- Transmits billing electronically and manually for all companies in accordance to departmental deadlines.
- Performs timely and accurate applications and insurance company payments/adjustments.
- Evaluates denials in a timely manner for appropriate reconciliation, rebilling and other necessary follow up.
- Receives phone calls and inquiries from both third party payers and individuals served on claims and responds to same as appropriate.
- Maintains and updates financial files that contain current demographics, historical data, financial status and payer source. Works cooperatively with other departments to obtain accurate clinical and demographic information to ensure timely billing and collection of fees owed for services rendered.
- Works with staff on third party verification. Coordinates with utilization management, inpatient admitting clerk and outpatient staff to assure proper pre-certifications are obtained from insurance companies. Performs insurance verifications when necessary.
- Reviews and utilizes Accounts Receivables aging and billing error reports for the purposes of correction, reconciliation and problem resolution in regard to receivables, in an effort to prevent 90 and 120 day receivables.
- Processes financial evaluations for eligibility of sliding scale, as well as maintaining financial documents.

## **Position Requirements:**

In order to be considered, candidates must have a High school graduate or equivalent required **and** one year medical third party billing and collection experience required.

One-year experience working with desktop computer and related software (i.e. Microsoft Office).

Experience with Medicare preferred.

## **Position Details:**

This position is a Full Time Days position: Monday through Friday, 8:00am to 4:30pm.

***This full time position offers a comprehensive benefits package***