

**Pre-Billing Consultants**  
**66 West Gilbert Street**  
**Red Bank, NJ 07701**  
**Hours: 9am-5pm**

**Medical Billing Representative**

**Job Duties:**

This role will be responsible for communicating with all insurance companies, performing accounts receivable functions, working denials and appeals. You may also have contact with provider's offices as well as patients.

- Previous insurance follow-up or A/R experience in a physician or provider setting
- Knowledge of medical terminology
- Computer skills and experience with Microsoft Office Applications
- Must be able to work independently, prioritize tasks, and stay organized.
- Must have excellent communication and organizational skills with the ability to multitask and collaborate in a team-oriented environment.
- Knowledge of MicroMD preferred

**Qualifications:**

- Minimum 2 years of experience in medical billing