



Accounts Receivable Representative

For more than 30 years, Jzanus LTD located in Franklin Square, NY, has focused exclusively on providing revenue cycle services to the New York healthcare marketplace, and today is recognized as the premier provider for these services. We have built a reputation as being a leader in creating programs for loss revenue recovery and are at the forefront of the industry in using processes, technology and highly experienced professionals for this purpose. Our deep knowledge and extensive experience in the demanding New York healthcare markets enable us to better understand the challenges and issues that face our clients daily.

Department: Inpatient, Outpatient & Clinical Denials

Schedule: (Full –Time/ Part-Time)

Position Summary: - Under the direction of the Supervisor, the Account Receivable Representative will be responsible for accurate and timely hospital billing and follow up with carriers.

Duties/Responsibilities:

- Reviewing and editing any rejections stemming from electronic billing.
- Correcting and resubmitting claims to carrier.
- Contacting insurance carriers and verifying authorizations and all other claim denials.
- Investigation and resolution of claims and ensuring high quality work product
- Performing follow up on all outstanding appeals and claims sent to carrier in accordance with established standards and procedures.
- Analyzes and provide data trends
- Performs related duties as assigned and unrelated duties as requested.

Required Skills

- 1+ year of prior billing experience within a hospital setting
- Some Knowledge of the following hospital systems: EPIC, Eagle, AEOs, Invision, Meditech, Allscripts, EMR, IDX/GECB, EPREMIS, Optimum
- Organizational and great interpersonal skills for all client related issues
- Ability to work independently and time management efficiently

Desired Skills

- Cross trained in all phases of third party billing and follow-up
- Insurance billing experience with Medicare, Medicaid, and third party commercial managed care companies