

JOB OPENING



Position Available: Data Entry Specialist

SUMMARY:

Responsible for accurate patient demographics and anatomical charges into the billing system.

DUTIES AND RESPONSIBILITIES:

- Enters correct patient demographic information for anatomical charges into billing system, including all personal information on patient as well as the patient's insurance information. Attempts to locate the information from the PGL MPI, the hospital networks, referring facility or referring physician if the information provided is incomplete.
- Works MPI work queue daily in support of up to date demographics and charge entry.
- Reports to management any new facility, referring physician and/or insurance company so interface tables can be updated.
- Reports to management any facility or physician's office that routinely does not provide necessary information.
- Facilitating of charge documents by selecting and assigning patient account number, referring physician and insurance for each account.
- Responsible for charge entry into the billing system and balancing each day's batches.
- Completes production reports
- Performs other duties as assigned.

JOB QUALIFICATIONS:

Minimum Job Qualifications.

- High School graduate.
- Must have a minimum of 3 years of experience in a medical billing office.
- Must be proficient in typing and have data entry experience.
- Knowledge of Medical Terminology and MS Outlook and Excel.

Additional Job Qualifications:

- Must be detail-oriented, organized and able to manage multiple projects and priorities.
- Must be knowledgeable in medical billing and collections and have the ability to handle a high volume of accounts.
- Must have good written and verbal communication skills.