

At Pathology Group of Louisiana, our mission is to provide the finest quality pathology services to patients, referring physicians, outpatient surgery centers and hospitals with the greatest accuracy in the most cost-effective manner as rapidly as possible.

Can we depend on you to work hard for our clients and shareholders? Do you foster a positive work culture for your co-workers? If so, apply today!

POSITION: Medical Insurance Collector/Denials Specialist

SUMMARY: Responsible for the Account Receivable of assigned insurance categories

DUTIES AND RESPONSIBILITIES:

- Collects on outstanding claims for assigned payors
- Researches denials and refills corrected claims as well as researching unprocessed claims.
- Researches and refunds credit balances for assigned payors
- Monitors reimbursement for assigned payor assuring contracted fee schedules are being followed.
- Reports any issues with claims processing such as bundling, charge limits, etc...
- Issues an appeal to payors for any claims processed incorrectly
- Comments collection activity on patient's account.
- Collectors are cross-trained to post payments and back-up our customer service department when necessary.
- Maintains access to any website associated to assigned payors
- Maintains access to hospital sites and PGL MPI
- Establishes contact with representatives for the assigned payors
- Provides support to Data entry department and customer service
- Collaborates with other team members and Director
- 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 and collections.
- 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.

BENEFITS:

PGL offers a variety of benefits for full-time employees, including medical, dental and vision insurance; Life insurance; Long-Term Disability; FSA/HSA; 401k