

GENERAL VISION SERVICES

POSITION: BILLING SPECIALIST

DEPARTMENT: GVS BILLING

REPORTS TO: VICKY SUAZO

SUPERVISES: NO

FLSA STATUS: NON-EXEMPT

FT/PT: FULL-TIME

UNION: UNION

SUMMARY:

We are seeking a Billing Specialist for the Billing department. The successful candidate will be required to fulfill the essential duties and have the required qualifications and skills in order to be considered for the position.

ESSENTIAL DUTIES:

- Identify and resolve insurance claims and client issues in a timely manner.
- Process payments from insurance companies and prepare daily deposits.
- Post, correct and/or resubmit open or denied claims.
- Reply to all customer and insurance inquiries via mail, email, fax or phone call in a timely manner.
- Apply payments, adjustments, and write-offs to accounts as required.

QUALIFICATIONS:

- Must have excellent written and oral communication skills
- Must have knowledge of medical billing
- Must possess self-motivation, enthusiasm and a positive attitude, and perform as a team player.
- Strong attention to detail and organizational skills
- Must be capable of multi-tasking in a fast paced environment.
- Proficient knowledge of Microsoft Office, especially Excel, Word, and Outlook.