

MEDICAL INSURANCE/BILLING

Florida Eye Specialists & Cataract Institute is a comprehensive, multi-specialty ophthalmic practice with locations in Brandon, Riverview, Ruskin, South Tampa and Sun City Center. We are currently seeking representatives to manage medical billing and insurance claims. Qualified applicants should exhibit customer service skills and be very detail oriented.

Florida Eye Specialist & Cataract Institute offers opportunity for growth and advancement.

Our benefits include health, dental, 401k, short term disability and holiday pay.

JOB DESCRIPTION: INSURANCE DEPT.

Requires excellent communication and organizational skills. Must be able to express a caring attitude while performing the tasks required with accuracy and efficiency.

EXAMPLES OF DUTIES:

- Post charges, reviewing diagnosis code and cross-checking with the procedure code.
- Organize and bill all insurance claims
- Re-bill rejected insurance claims as needed
- Bill special needs insurance claims: needing op reports, authorization copies, etc.
- Keep staff & physicians informed re: changes in insurance provisions
- Data entry correction
- Post all patient and insurance payments.
- Run reports and follow up on all outstanding claims.
- Prepare bank deposits
- Answering all billing calls from patients and insurance companies.
- Any duties or projects as assigned by the Insurance Dept. Supervisor
- Refile all rejected/corrected insurance claims.

Performance Requirements:

Teamwork, adaptability, dependability and excellent communication skills.

EDUCATION & BACKGROUND:

High school graduate or GED equivalent. Experience preferred but not required. We are willing to train the right person.

We are an Equal Opportunity Employer and a Drug Free Workplace

Job Type: Full-time