



JOB DESCRIPTION

As a medical billing specialist, you will take the data provided by the medical coders and use it to compile and submit claims to insurance companies and then subsequently bill patients. Day-to-day responsibilities vary from location to location, but often include:

- Collect delinquent accounts by establishing payment arrangements with patients, monitor payments and also follow-up with patients when/if payment lapses occur.
- If necessary, work with collection agencies and small claims court to collect on delinquent accounts.
- Maintains Medicare bad-debt cost report by tracking billings; monitoring collections; compiling information.
- Initiates claims against estates by monitoring deaths and unpaid accounts.
- Secures outstanding balance payments for care of hospital employees by establishing payroll deductions; obtaining signatures for automatic transfers.
- Maintains work operations by following policies and procedures; reporting compliance issues.
- Protects hospital value by keeping collection information confidential.
- Adheres to professional standards, hospital policies and procedures, federal, state and local requirements.

QUALIFICATIONS

- Candidate must possess at least a Vocational Diploma / Short Course Certificate, Bachelor's/College Degree , any field.
- At least 1 year(s) of working experience in the related field is required for this Position.
- Applicants must be willing to work in Iloilo City / Alabang site.
- Preferably 1-4 Yrs Experienced Employees specializing in Customer Service or equivalent.
- Full-Time position(s) available.