



Patient Accounts Representative

Summary:

Assists patients and insurance companies with billing inquiries, post and bill charges using ICD-9 and CPT, initiates and completes collections proceedings, and assists as a back-up for the surgical and OB coordinator.

Essential Duties and Responsibilities:

- Post all charges to patient accounts in an accurate and timely manner, reviews OP and Pathology reports from posting quality assurance
- Completes follow-up on insurance claims with resubmissions or phone calls as necessary at 90-120 days, appeals claims that are denied or paid improperly and follow-up on these appeals on daily basis
- Has complete knowledge of CPT and ICD-9 coding and how to use the coding manuals, continues to stay informed on insurance policies and changes that will effect our office by reviewing insurance newsletters and memorandums, educates all appropriate employees of billing protocols
- Generates electronic claims on a daily basis, patient statements on a weekly basis.
- Documents all conversations and status on patient accounts, answers patient and insurance questions and return calls in an appropriate and timely manner.
- Completes follow-up on past due patient accounts and prepares them for in-office collection letters, sends out final letters and calls patients before sending to collections, prepares accounts to be sent to an outside collection agency,
- Post all payments within 48 hours of receipt.
- Reviews lab bills for accuracy prior to being paid, reviews patient accounts and initiates refunding insurance and patient overpayments process.
- Posting of delivery and surgical charges as needed for back-up to surgical and OB Coordinators.
- Prepares pre-authorizations from insurance companies for required procedures or treatment as back-up to Surgical and OB Coordinators, assist in preparing referrals for patients to other specialist.

For consideration, click [here](#) to submit résumé with salary requirements or send to:

2296 Opitz Blvd, Suite 440
Woodbridge, VA 22191
Attn: Human Resources

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