### Medical Claims Billing Specialist

### Temporary Position

**Warwick, RI**

**Do you want to work for a dynamic organization that is invested in their clients and staff where your efforts are rewarded – then Northeast Family Services is the place for you!**

Northeast Family Services is looking for a temporary Medical Claims Billing Specialist. The Billing Specialist will perform a variety of routine billing functions to ensure the proper preparation of accurate and timely billing including: calculate, process, post, verify and maintain accurate data and payments, as well as keeping a record of all receivables.

**Responsibilities**

* Process medical billing in a timely manner
* Monitor the accuracy of submitted claims
* Verify ICD-10/CPT coding for accuracy and make adjustments as needed
* Ensure accuracy and completeness of data
* Research and reconcile billing questions
* Follow-through until payment status is complete
* Monitor and identify status of outstanding accounts
* Contact third party payors, clients or others for late payments
* Process refund transactions for overpaid accounts
* Process correspondence for rejections
* Credentialing of staff with appropriate agencies
* Perform special projects/reports as requested

**Required Experience**

* **Must be able to work in our office in Warwick**
* 3+ years of medical billing experience
* Proficiency with MS Office products
* Experience with billing software and state agency websites
* CPC Certification preferred

**\*\*Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations\*\***