

Chiropractic Insurance Billing Specialist

An award-winning, multi-disciplinary practice providing chiropractic care, massage therapy, and nutritional counseling to patients of all ages is seeking an experienced, full-time billing person in our insurance department.

Preferred experience, skills and attributes:

- 2+ years billing experience
- Chiropractic and Physical Therapy billing experience preferred
- Excellent customer service skills
- Ability to work independently
- Detail oriented with a strong problem-solving skill set
- Positive attitude and good communication skills

Job Description:

- Documents billing activities in patient account including posting of insurance and patient payments
- Maintains documentation of claims processed as part of the daily claims reconciliation process
- Review of daily reports for payment accuracy
- Prepares bills in the paper and/or electronic format. Transmits bills to appropriate third party payors and responsible parties
- Reviews bills for accuracy, including proper diagnosis and procedure codes.
- Reviews bill rejections and issues
- Collaborates internally and with payors to resolve billing issues. Responds to patient billing inquiries

Please send your resume and salary requirements to:

thewengerchiropracticgroup@gmail.com