



Patient Account Specialist I- Payment Data Entry (Full-Time)

Position Summary:

The Patient Account Specialist Payment Data Entry is part of the billing team. They are responsible for accurately posting payments in the billing system, via Electronic Remittance Advice or by means of a paper document.

Essential Duties and Responsibilities:

- Pre-processing and entry of all payments.
- Process refunds/credit balances.
- Make adjustments and add payer comments as indicated on EOB and copy EOB's, as necessary, for filing secondary claims.
- Rotate phone responsibilities as directed by the Supervisor.
- Document patient calls clearly.
- Update patient insurance information and prepare accounts for insurance billing.
- Assist the Customer Service team with the following as directed by the Supervisor:
 - Print and separate claim forms daily.
 - Pull reports and/or explanation of benefits, as required, for claim processing.
 - Share responsibility of effectively handling correspondence and mail returns.
 - Share responsibility of effectively distributing correspondence to the Follow Up team.
 - Share responsibility of effectively processing subpoenas.
- Assist the Billing department with general duties as directed by the Supervisor. General duties include but are not limited to: data entry, payment entry, phone coverage, follow-up, document imaging, etc.
- Perform other job-related duties, as assigned.

Knowledge/Abilities/Skills:

- Must possess ability to balance/reconcile large payment batches without assistance.
- Must possess ability to use tools to apply contractual adjustments as agreed to by payer contracts, i.e. spot gross errors.
- Must possess job appropriate written and verbal communication skills.
 - Must possess a strong understanding of CPT and ICD-10 coding systems
- Must possess medical billing knowledge (HMO, PPO, Workers' Compensation, Medi-Cal, Medicare).
- Must possess a strong understanding of eligibility requirements and process to obtain required authorization.
- General office experience with telephone communication.
- Ability to file in both Alpha and Numeric filing systems.



- Ability to perform the identified essential functions of the position including the operation of any equipment and software associated with performing the essential functions.
- Ability to perform the essential functions of the position without posing a direct threat to him/herself, others or property.
- Ability to adhere to SDI's personnel policies and practices including the attendance and punctuality requirements.
- Adheres to policies, rules and regulations as outlined by SDI. Participates in compliance program, including HIPAA privacy and security, to prevent illegal and unethical conduct.
- Ability to maintain a calm and courteous demeanor and conduct business in a professional manner.
- Computer and software knowledge (proficiency in Microsoft Word, Microsoft Excel, CPU Med/FM, internet).
- Ability to type and 10-key by touch.

Education:

- High School Diploma, or equivalent

Work Experience:

- 1-2 years Medical insurance billing experience or certificate of proficiency.

Physical Demands:

- Ability to sit for 7 to 8 hours, daily, at a desk.
- Ability to wear a head set 7 to 8 hours.
- Ability to keyboard accurately at 40 - 45 wpm.
- Ability to visually differentiate information on a computer monitor.
- Ability to periodically bend, stoop or reach to file, organize and obtain objects.
- Periodically lifting 15 pounds and carrying small to medium sized object.
- Ability to distinguish telephone ring and caller's voice, hear and speak over a telephone and in person.
- Ability to write and record information legibly.

To apply, please send a current CV or resume to: HR@sandiegoimaging.com