



Patient Account Specialist I- Charge Data Entry Full-Time

Position Summary:

The Patient Account Specialist Charge Data Entry is part of the billing team. They are responsible for accurately entering and auditing charges in the billing system.

Essential Duties and Responsibilities:

- Data verification and correction of inbound patient demographics and insurance information.
- Verify that the insurance information received is accurate and complete.
- Navigate through all web-based insurances to verify the patient was eligible at the time of service.
- Data verification and correction of inbound charge files, hospital and coding company.
- Audit and maintain “unmatched” charge files, hospital and coding company in a timely fashion.
- Manual input of charges from unmatched work files.
- Have assigned charges added to the billing system within 3 days of the dictated report.
- Work morning ECS error reports.
- Use effective problem-solving skills.
- Support approved policies and procedures.
- Effectively organize time, work effectively and efficiently.
- Assist with patient phone calls, as necessary.
- Other job-related duties, as assigned.

Knowledge/Abilities/Skills:

- 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).
- Ability to keyboard and 10-key by touch.

Education:

- High School Diploma, or equivalent.

Work Experience:

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

Physical Demands:

- Ability to sit for 7 to 8 hours, daily, at a desk.
- Ability to keyboard accurately at 45 - 50 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