

## **Ambulance Billing Specialist Job Description**

OptimuMedicine, LLC headquartered in Las Vegas, NV, is seeking an Ambulance Billing Specialist. Interested individuals must have a proven history of successful billing and claims follow up experience.

Experience using Ambulance Billing Software is required.

Under direction of the Director of Finance & Administration, the Billing Specialist will handle all aspects of our transport billing, from reviewing ambulance transport documentation for accuracy and completion to following up on aged claims while upholding both the company standards and federal guidelines including HIPAA.

This position will be mostly remote, but there will be times that coming to the corporate office is necessary, so we prefer someone local.

Duties include:

- Review transport documentation daily for accuracy and completion
- Submitting invoices via electronic submission where applicable, or mail where not, utilizing medical transportation billing software
- Verify patients' insurance information utilizing tools and available websites
- Make telephone calls to insurance carriers and patients as needed to research claims
- Contact insurance carriers and medical facilities to inquire about the status of past due accounts.
- Document details of activity on each account in the medical transportation billing software
- Process primary and secondary claims to insurance carriers
- Maintain a workflow to keep aging accounts at a minimum, by following up on unpaid claims daily
- Follow up on any assigned special projects designated by the Director of Finance & Administration
- Respond to inbound patient calls related to billing inquiries and follow up

Education:

- High School or equivalent

Skills:

- Basic computer knowledge and use
- Knowledge of medical transportation billing software
- Experience with MS Word, MS Excel, MS Outlook and Internet research
- Experience with QuickBooks a plus but not required

- Ability to quickly navigate various websites
- Must have good time management skills
- Work independently
- High quality customer service skills
- Must have good oral and written communication skills

OptimuMedicine was founded in 2017 by a group of nurses, nurse practitioners, paramedics, and a physician who desired to improve the overall quality of healthcare in the communities they served by first improving prehospital and interfacility transport and then bridging the gap from the ED to the ICU. We strive to embody the best elements of transport, emergency, and critical care medicine in everything that we do. Our founders know that the staff of any organization is vital to success. We make sure that we keep this fact in mind with every decision that we make at OptimuMedicine.

Job Type: Part-time

Pay: based on experience

Benefits:

- none

Schedule:

- approx. 8-16 hours/week

Experience:

- Ambulance Billing: 1 year Required
- CAC Certification preferred (real world experience accepted in lieu of)

Work Remotely:

- Yes

Please forward resumes and cover letters to [claims@optimumedicine.com](mailto:claims@optimumedicine.com)