

Career Opportunity



Position Summary

BILLING MANAGER

The Billing Manager's primary role is to provide supervisory oversight and management of all facets of the Billing department including claims processing, revenue monitoring and quality improvement initiatives. They work cooperatively with other managers and administration to ensure timely billing, reporting and patient account management.

Our Practice

We address the health care needs of women throughout all stages of life. We provide preventative care, including well-woman and prenatal care, and we deliver babies for both normal and high-risk patients. Our skilled team of highly trained professionals includes 12 board-certified physicians, five nurse practitioners and 8 advanced practice providers which include 3 PAs and 5 APRNs. We are pleased to provide state-of-the-art in-house ultrasound services, innovative menopause management therapies, and an Electronic Health Record (EHR) system.

North Florida Women's Care is Tallahassee's premier women's health medical group. We've provided obstetric and gynecologic services for 32 years. We've received Tallahassee's award for "Best Ob/Gyn Practice" every year since 2011, and were the 2013 Tallahassee Chamber of Commerce's prestigious "Business of the Year."

Our Town

Tallahassee is best known as Florida's state capital, but it's also a bustling small city. Its growing neighborhoods and businesses are thriving. Our city boasts a new, 3,500-seat outdoor music venue, a host of regional cuisine and fine dining options, and plenty of family-friendly outdoor activities. We have college football in the fall, a festival of lights in the winter, and our Springtime Tallahassee event in full bloom. A short drive from our oak-lined canopy roads are the Gulf of Mexico's white sand beaches. Find more information on living and working in Tallahassee at visittallahassee.com





Position Responsibilities

- Maintains knowledge of the operational details in the Billing department, which includes but not limited to insurance claim submission, clearinghouse and payor claim rejections, payment posting, insurance claim denial management, and patient collections.
 - Initiates modifications of all procedural paperwork related to accounts receivable-encounter forms, billing verifications, etc.
 - Trains and oversees performance of Billing staff. Monitors overall workload in the department and distributes work accordingly.
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- Meets with Billing staff monthly to analyze A/R reports, days in receivable, and collection statistics.
 - Performs weekly billing audits to ensure timely and accurate processing of charge and payment posting.
 - Conducts detailed audit of Explanation of Benefits forms from commercial and managed care payers; prepares or presents results to Administration.
 - Meets with Billing staff to discuss difficult claims and provide solutions, overall accounts receivable performance, and opportunities for improvement.
 - Maintains and distributes payment contracted schedules as received from contracted carriers; inputs/updates schedule into computer system.
 - Requests payment schedules from contract carriers as needed.
 - Prepares fee/payment comparative report quarterly.
 - Seeks and recommends ways to use technology to improve operational efficiency.
 - Maintain patient confidentiality by following the HIPAA Compliance Plan established by the practice.
 - Attends meetings as requested and performs any additional duties as requested by Administration



Skill Requirements

- Strong written and verbal communication.
- Ability to think creatively and independently.
- Excellent computer skills, including Microsoft Office.
- Ability to work with minimal supervision.
- Ability to handle sensitive and confidential information while conducting themselves in a professional manner.
- Ability to prioritize workflow and coordinate multiple tasks and competing priorities in a fast-paced environment to meet established deadlines.
- Strong organizational skills and attention to detail are necessary to prioritize multiple initiatives and projects.
- Working knowledge of software necessary for the job function.
- Excellent project management skills, including successful leadership of projects from planning phase through completion.
- Resourceful and proactive self-starter with excellent problem-solving skills.

Environment and Physical Requirements

- Work is performed in an office environment. Involves frequent contact with staff and patients. Office machinery including computers, fax, scanner, and photocopier.
- Manual dexterity for extended periods of office machine operation including computer keyboard, mouse, fax, scanner, and photocopier. There are continued periods of viewing a computer monitor.
- There may be short periods of stooping, bending, squatting, sitting, or standing for extended periods of time.
- Stress can be triggered by multiple staff demands and deadlines.



Education and Experience

Required: 5+ years of experience in the healthcare field working with third party payers (HMO, PPO, Medicare/Medicaid, etc.). Associate degree in a related field.

Preferred: Bachelor's degree in a related field.

How to Apply

Email resume to: resume@nflwc.com



Benefits Offered

- Paid time off
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Retirement benefits
- Employee discounts
- Disability insurance
- Holidays

Our Hospital Home - TMH

Our practice is housed within the Azalea Building on the campus of Tallahassee Memorial Healthcare. Our physicians rotate on-call assignments, perform surgeries and deliver babies there. TMH is the only local facility with a neonatal intensive care unit (NICU) and a Baby-Friendly Hospital designation. Our own Dr. Andrea Frial serves as TMH's Chief Medical Officer.

