



JOB DESCRIPTION

Job Title: Accounts Analyst

Department: Billing

Location: Administration/Remote

Reports To: VP of Revenue, Accounts Analyst Lead

Supervisory Responsibility: No

Classification: Full Time - Non-Exempt

Pay: \$21-\$31.45 per hour (*pay is determined based on a scale of 0-16+ years of experience*)

Job Summary: Our Accounts Analysts work to ensure great customer service for the community directly related to insurance and patient medical billing. The team member is responsible for maintaining and monitoring both Insurance and Patient AR. In addition, our Accounts Analysts work directly with our certified coding team to review for compliant billing in regard to CPT/ICD-10 coding and CMS guidelines. The Accounts Analyst is expected to be the team expert in relation to payer edits and policy guidelines/ requirements. The Accounts Analyst works directly with other members of our OOA team that have a working relationship with the Revenue Cycle.

Primary Job Responsibilities:

1. Managing workload within the Key Component Report (KCR)
2. Answering patient phone calls related to their Medical Billing.
3. Monitoring insurance reimbursement to ensure insurance is processing according to contracted fee schedule.
4. Monitoring patient Accounts Receivable (AR) and patient collections.
5. Reviewing claims for pre-submission issues and making the necessary corrections to ensure clean claim.
6. Reviewing insurance responses on claims (including denials and rejections) and making the necessary corrections to ensure optimum reimbursement.
7. Monitoring and follow-up of AR for assigned insurance group.
8. Performs other duties as assigned.

Experience: The Accounts Analyst position requires two years of Medical Billing experience or a proficient knowledge in a related field. The chosen candidate will have applied Microsoft Excel and Outlook skills.

Performance Requirements:

Knowledge:

1. Knowledge of insurance and reimbursement processes.
2. Knowledge in Current Procedural Terminology (CPT) and International Classification of Diseases – Tenth Revision (ICD-10)
3. Knowledge in patient eligibility and benefits.
4. Knowledge in managed care authorizations and limits to coverage.
5. Knowledge in HIPPA privacy requirements.

Skills:

1. Skilled in operating office equipment
2. Skilled in organizational matters including time management, prioritization, and multitasking.
3. Skilled in writing and communicating effectively.
4. Skilled in problem-solving.

Abilities:

1. Ability to competently use Microsoft Office, including Word, PowerPoint, Excel, and appropriate practice management software, email and internet.
2. Ability to communicate clearly and concisely.
3. Ability to work independently and manage time
4. Ability to establish and maintain effective working relationships with peers, patients, physicians, clinical staff, and the public.

Work Environment: Medical office work may be stressful due to a busy office and involves frequent contact with staff and patients.

Physical Requirements: While performing the duties of this job, the employee is regularly required to communicate and exchange accurate information with other individuals. Regularly operates office machinery including, but not limited, to computers, phones, copy machines, and printers. The employee must be able to be in a stationary position for long periods of time.

Summary of benefits:

Benefits are available after a 60-day waiting period. OOA covers part or all of the cost for Health, Dental, Vision, Life Insurance, and Long-term Disability Insurance. Employees are eligible to participate in a 401k plan with company matching. Flex spending plans, uniform allowances, and an Employee Assistance Program available as well. New, full-time staff will accrue a minimum of 17 days of paid time off per year.

I have read the Accounts Analyst Job Description and understand the functions of the position.

Employee Signature: _____ **Date:** _____

It is the policy of OOA to provide equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, age, veteran status, marital status, political affiliation, disability, sexual orientation, or other status protected by local, state, or federal law. All applicants for employment are evaluated on the basis of education, training, experience, skill, aptitude, and other work-related factors.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. If you require reasonable accommodation in performing the essential functions of this job, or with participating in any part of the employee selection process, please direct your inquiries to Gabrielle Coviello, Recruiting Coordinator, careers@olyortho.com.