

## **Medical Billing/ AR Specialist**

Advanced Orthopaedic & Sports Medicine is a Houston, TX-based company that provides on-site and remote support to physicians. We are looking for a Medical Billing/ AR Specialist to join our team and help us grow. This position will be based out of our Houston, TX office.

### **Responsibilities:**

- Reviews and research's unpaid insurance claims for reimbursement.
- Insurance payment posting for reconciled AR claims.
- Prepare bills for reimbursement from patients.
- Perform routine billing tasks such as sending invoices, verifying payments, and reconciling accounts.
- Prepare payments for services rendered to patients by entering data into systems and software.
- Resolve billing discrepancies by contacting patients, insurance companies, or vendors.
- Process claims by researching documentation, obtaining patient authorizations, and processing claims.
- Research insurance coverage for procedures or services performed by the physician.
- Review patient records to determine if they meet insurance coverage requirements.
- Prepare invoices for payment from patients or other sources.
- Assist with collections when contacted by patients who have unpaid balances on their accounts.
- Perform other clerical duties as assigned by the manager or supervisor.
- Balancing for time-of-service
- Retrieving insurance payments from OLS/Athena and reporting

### **Skills:**

- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and related software programs.
- Excellent written and verbal communication skills with the ability to effectively communicate with a variety of individuals from a variety of backgrounds in an effort to achieve common goals.
- Ability to work independently as well as in a team environment with minimal supervision or as required by the supervisor or company management.

Job Type: Full-time

### **Benefits:**

- 401(k)
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: In person

If you are interested in this opportunity please contact-

Joseph Mathews  
Practice Administrator  
11800 FM 1960 W Rd  
Houston, TX 77065  
[jmathews@advancedosm.com](mailto:jmathews@advancedosm.com)  
cell: 281-235-2571