

### Accounts Receivable Representative

Ideal candidate should possess strong analytical skills and have a strong **medical claims billing** background. Candidate should have the ability to work independently, have excellent customer service skills, and be able to clearly communicate. This candidate will need patience, flexibility and the ability to complete tasks. Much of this candidate's time will be spent on the phone while using the computer. PC and an easy to understand phone voice is necessary. All our staff need to be comfortable using **Microsoft's Office** software.

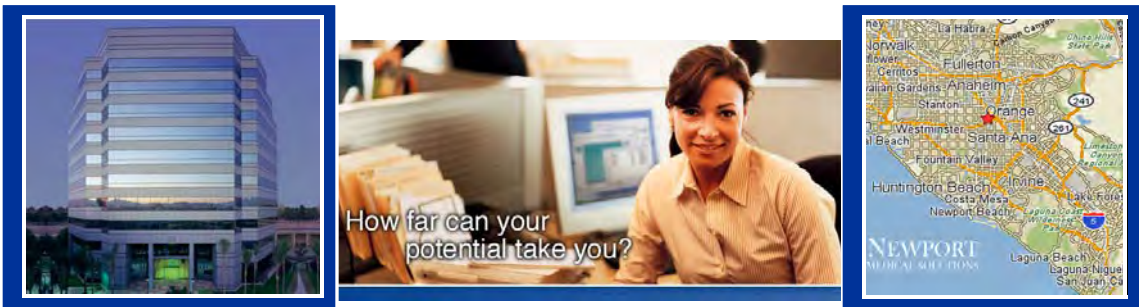
Duties may include but are not limited to the following:

- Collect on delinquent medical accounts.
- Manage provider accounts.
- Monitor delinquent accounts and implements collection procedures.
- Extensive follow up with insurance carriers.
- Create follow-up letters and accepts payment on patient accounts.
- Assist patients on payment arrangements and disputes.
- Re-bill insurance companies when appropriate.
- Other duties as assigned.

The ideal candidate **should** have:

- 1) 2+ years experience with physician billing or healthcare AR and collections.
- 2) Experience with reimbursement follow up.
- 3) Experience using medical billing software (ie: Nextgen, Raintree).
- 4) Experience with HCFA/ UB-04 forms and familiarity with ICD9 & CPT4.
- 5) Strong follow through skills.
- 6) Computer proficiency.
- 7) All employees must have a positive attitude and be eager to learn & improve!

This is a terrific opportunity for a motivated **Medical Billing Accounts Receivable Representative** to join a healthy team environment. Newport Medical Solutions provides a terrific work environment, competitive compensation, plenty of room for career growth. Our corporate offices are in a beautiful building in Orange, CA. Our building has full time security, a onsite deli, and a fitness room for staff to use.



Please email resumes to [careers@NewportMed.com](mailto:careers@NewportMed.com)

*At Newport Medical Solutions, we're working toward a future where everyone's potential can be fulfilled.*