

BILLING COORDINATOR

Location:	Denver, CO
Schedule:	Full Time
Scheduled Days & Hours:	M-F
Job Details:	<p>State-of-the-Art Urology in Denver</p> <p>The Urology Center of Colorado (TUCC) is the only comprehensive urology center in the Rocky Mountain region, providing treatment for all urologic conditions at one location. TUCC includes:</p> <ul style="list-style-type: none">• A state-of-the-art urology clinic• Radiology, laboratory and pathology services• On-site radiation therapy• A comprehensive urologic cancer center• Clinical research department• A full-service outpatient ambulatory surgery center <p>We are seeking a skilled Billing Coordinator to join our team. Our state-of-the-art center is looking for a Billing Coordinator that fits our mission of excellence in urology and will contribute to, and strengthen, our culture of delivering excellence at every encounter (CODE3). Every member of our team plays a crucial role in fulfilling our promise of excellence to our patients. If you are a dynamic person that thrives in a learning environment and takes pride in your work, we'd like to hear from you.</p> <p>ESSENTIAL FUNCTIONS:</p> <ol style="list-style-type: none">1. Daily entry of electronic super-bill and surgery billing sheet~ verify/adding charges, verify/adding ICD-10 and CPT codes and modifiers, and ensuring referral information is accurate. Check if insurance information is current and correct and check eligibility.2. Work directly with physicians, receptionists, and co-workers when questions arise.3. Track daily electronic super-bills against daily schedules to determine which super-bills have not been signed and sent to billing.4. Contact for patients in the office and on the telephone when calling regarding billing issues.5. Work outstanding accounts receivable.6. Send electronic and paper claims to insurance company hourly.7. Responsible for deposit preparation of mail, lockbox, and in-office co-payments (cash, checks, and credit card) on a daily basis.8. Responsible for payment posting from Insurance companies and personal payments.9. Back-up to other billing staff positions as requested.10. Maintain office files. Assist in establishing office systems.11. Maintain work area in a neat and orderly manner.12. Answer telephone in a timely manner, screen calls, take messages and provide information.13. Assist in the care and maintenance of the office equipment.14. Attend staff meetings. <p>KNOWLEDGE/SKILLS/ABILITIES:</p>

1. Knowledge of common billing terminology, regulations and practices (i.e., ICD-10, CPT, EOB, referrals and/or pre-authorizations, collections, etc.)
2. Knowledge of medical office procedures.
3. Knowledge of grammar, spelling, and punctuation to type/write patient information and correspondence.
4. Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately.
5. Skill in operating a computer, copy machine, and fax.
6. Skill in answering the telephone in a pleasant and helpful manner.
7. Ability to read, understand, and follow oral and written instructions.
8. Ability to sort and file materials correctly by alphabetical or numeric system.
9. Ability to speak clearly and concisely.
10. Ability to establish and maintain effective working relationships with patients, employers, and the public.
11. Attention to detail is vital to this position.

EDUCATION:

High School diploma or equivalent, Additional training in medical office operations is required.

EXPERIENCE:

One-year of extensive work experience in a medical billing position. Word processing, Excel, E-mail, and computer experience (PC based with Windows).
Accuracy more important than speed.

TUCC recognizes and appreciates the rich array of talents and perspectives that equal employment and diversity can offer our organization. TUCC is committed to making all employment decisions based on valid requirements. No applicant shall be discriminated against in any terms, conditions or privileges of employment or otherwise be discriminated against because of the individual's race, creed, color, religion, gender, national origin or ancestry, age, mental or physical disability, sexual orientation, gender identity, genetic information or veteran status. TUCC does not discriminate against any "qualified applicant with a disability" as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the organization.