



orthopedic  
ONE

## Accounts Receivable Specialist

<b>Department:</b>	Revenue Cycle	<b>Location:</b>	Gahanna / Reynoldsburg
<b>Days:</b>	Monday – Friday	<b>Hours:</b>	40 hours per week

Orthopedic One is searching for a dynamic individual to join our Revenue Cycle Management team as an Accounts Receivable Specialist at the Gahanna/Reynoldsburg location. Details about this exiting position are as follows:

**Position Summary:** This position is responsible for correcting and resubmitting claims as well as following up on adjustments, denials, errors, and claim rejections.

### **Responsibilities/Accountabilities:**

- Interprets EOB's.
- Corrects and resubmits claims.
- Follows up on adjustments, denials, errors, and claim rejections.
- Ensures daily goals for A/R are met.
- Scans documentation into EMR system for patient records.
- Works with other staff within the billing department to ensure excellent patient service.
- Works as a supportive team member to foster a friendly, professional, and team-oriented work environment.
- Adheres to organizational policy with particular attention to standards of conduct and to confidentiality as it relates to HIPAA.
- Other duties as assigned by the supervisor.

### **Education, Experience, and Certification/Licensure Required:**

- A high school diploma/GED required.
- At least 2 years of previous A/R experience in a medical office setting; previous experience within an orthopedic practice preferred.
- Completed Medical/Billing Coding courses a plus.

To apply for this posting, please submit your resume and cover letter to [careers@orthopedicONE.com](mailto:careers@orthopedicONE.com) or fax to Attn: Human Resources at (614) 386-2090. If offered a position, candidate must be able to pass a pre-employment background check.

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