



orthopedic
ONE

Charge Entry Specialist

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

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

Position Summary: This position is responsible for charge-entry production for multiple physicians, including entering all daily charges along with working assigned accounts receivable.

Responsibilities/Accountabilities:

- Performs required daily account productivity, including accurate documentation and reporting of activity.
- Responds to phone and mail correspondence in a timely, professional manner.
- Effectively communicates with other departments and clients to request information, as well as to review issues, concerns effecting reimbursement.
- Learns and remains knowledgeable about clients and types of services being rendered.
- Maintains up-to-date knowledge of governmental and managed care policies and procedures. Demonstrates ability to interpret and communicate regulations to ensure compliance.
- Demonstrates ability to audit and review accounts for reimbursement based on knowledge of billing regulations, medical terminology and coding requirements.
- Interprets patient and insurance issues and determines resolutions in a timely and accurate manner.
- Makes recommendations to management, actively participates in continuous quality improvement and enhances reimbursement.
- 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.
- Medical Billing/Coding certificate is highly preferred.
- At least 1 year of previous experience is preferred.
- CPC Certification Preferred.

To apply for this posting, please submit your resume and cover letter to 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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