



Experts in Orthopedic Care

CLINICAL CLAIM CREATOR

POSITION SUMMARY
Perform a variety of tasks centered on claim creation and posting over the counter payments. Work is conducted remotely, outside of a traditional office environment. Must be able to perform work at a dedicated work space with limited interruption or distraction, and high speed internet capacity with 25 Mbps download speed/10 Mbps upload speed.
ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">• Work assigned tasks to ensure claims are created after the billing tab is reviewed by the provider.• Work claim rules assigned to the Clinical Claim Creator.• Work assigned tasks to ensure payments collected at the time services are rendered are posted to the claim created.• Handle confidential patient files and medical records and carry out the necessary and related functions in an extremely professional and discreet fashion.• Report to the office location, as needed.• Perform other responsibilities associated with this position as deemed appropriate.
GENERAL COMPETENCIES DESIRED
<ul style="list-style-type: none">• Self-motivated, with the ability to work independently, with minimal supervision.• Ability to maintain confidentiality of patient information.• Detail-oriented paying close attention to accuracy.• Good oral and written communication (documentation) skills, paying attention to grammar and spelling.• Good planning and organizational skills.• Strong interpersonal skills.• Ability to be comfortable in learning and using digital tools.• Strong PC skills required to include all Microsoft applications, practice management systems and electronic health records.• Ability to multi-task and give attention to detail.• Good problem solving skills required in order to maximize effectiveness and efficiency of job duties.• Perform any other responsibilities associated with this position as deemed appropriate.
PHYSICAL DEMANDS
Requires sitting for prolonged periods of time. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, scanner, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Requires the ability to work under stressful conditions and/or irregular hours to meet deadlines.
CREDENTIALS DESIRED
Must have a high school diploma or equivalent education.