Job Title: Reimbursement Specialist – Full Time
Department: Finance
Reports to: CFO

Description:
Angela Hospice, a nonprofit leader in hospice care for over 30 years, is seeking a Reimbursement Specialist to join our exceptional team.

Combine your knowledge and skills with a meaningful purpose by joining our team of outstanding professionals who share a common vision of compassion and respect for human dignity in serving the hospice community.

Primary Duties and Responsibilities:
- Ensures insurance authorization is on file for each patient. Communicates and negotiates with insurance company on services covered
- Initiates and/or responds to all correspondence and telephone calls related to patient billing. Can demonstrate excellent communication skills.
- Monitors patient admission records for compliance to hospice billing guidelines for covered services.
- Electronically prepares and submit claims using procedures mandated by insurance carriers
- Review and maintain knowledge of regulatory guidelines for changes and updates by insurance carriers’ regarding reimbursement procedures
- Maximizes use of computer and available technology
- Follows the policies and procedures of Angela Hospice Home Care, Inc.
- Identifies and communicates to CFO deficiencies and potential processing or reimbursement improvements
- Attends general staff meetings, scheduled in-services and other meetings when asked
- Identifies own educational needs and pursues continuous education to better meet the needs of Angela Hospice
- Performs other duties as directed by the CFO

Qualifications:
- 2-3 years' experience in the area if hospice or hospital Medicare and third party billing.
- Bookkeeping knowledge with prior experience for general ledger account reconciliations
- Excellent organization, time management and communication skills
- Proficient computer knowledge and skill: Word, Excel, Access all a plus
- Third party computerized billing experience preferred
- Excellent skills: organizational, communication, both verbal and written, problem solving, people skills, a self-starter
- Cooperative, team manner with leadership abilities