



# **JOB-BUZZ POSTING**

Physician Services

DATE OF POST: July 28, 2011

JOB TITLE: OB/Gyn Billing/Collections Coordinator

JOB DESCRIPTION: Busy OB/Gyn practice in Plano seeking experienced full time medical billing and collections specialist for two physician office.

REQUIREMENTS: Candidate must have minimum of 3 years physician medical billing and collections experience required. (OB/Gyn experience preferred). Candidate must demonstrate expertise in the following areas to be considered for the position: Proficient skills and knowledge applying of CPT (procedure) & ICD-9 (diagnosis) codes and modifiers, knowledge of medical terminology, expertise as a fast & accurate coder with attention to detail. Solid verbal and written communication skills, insurance claim submission and resolution, appeal processes, patient and insurance payment posting and adjustments, patient collections and follow up, insurance verification, pre-certifications, and appointment scheduling. Proficient computer software skills, Allscripts ProPM & ProEhr knowledge a plus.

CONTACT:

For consideration, please email resume, salary requirements, and references to [jlane@my-obgyn.com](mailto:jlane@my-obgyn.com).

*Good Luck!*



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