

Resumes to: _____ _____

Establish your Future at SOS - Medical Billing Account Representative

Syracuse **O**rthopedic **S**pecialists

The Account Representative position requires a broad knowledge of payer rules, medical terminology, ICD-10, CPT, coding edits and insurance contracts. Responsibilities include working aged accounts for patient receivables, answering insurance questions for patients, taking patient payments, making outgoing collection calls, setting up payment plans.

This position require excellent customer service skills, excellent communication skills both verbally and in writing. Dependability in regards to arriving on time and staying focused during the work day and be able to maintain patient confidentiality.

Does various other duties as directed by the billing managers, supervisors or team leaders.

These positions will work out of our office located on Widewaters Parkway/ Rewards for working at SOS, 17 PTO Days Annually, 7 1/2 Paid Holidays Monday – Friday work week, Medical and Dental Benefits, 401K, Life Insurance, LTD.

Mail resume to SOS, 5824 Widewaters Parkway, East Syracuse, NY 13057 Attn: HR Dept, by email to hr@sosbones.com or via fax to 315-552-6274. SOS is an EOE. No phone calls please.