

Resumes to: \_\_\_\_\_  
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# **Surgery Center Facility Biller/Acct Representative**

This position requires a broad knowledge of payer rules, medical terminology and an understanding of ICD-10, CPT, and correct coding edits for government plans, private health carriers as well as knowledge of Workers' Compensation/No-Fault.

Ability to analyze denials, timely filing issues and incorrect payments. Must have complete knowledge and understanding of the collection and appeal process on all carriers.

Must demonstrate excellent customer service skills, manages difficult or emotional patient situations while displaying courtesy and sensitivity. Maintains strictest confidentiality. Must be flexible and willing to be cross trained in other areas as needed.

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

Min. 2 yrs billing and/or collection experience. Experience in outpatient facility billing preferred but not necessary. This a full time position with benefits.

Mail resume to Syracuse Orthopedic Specialists, 5824 Widewaters Parkway, East Syracuse, NY 13057 Attn: HR Dept, by email to [hr@sosbones.com](mailto:hr@sosbones.com) or via fax to 315-552-6020. SOS is an EOE. No phone calls please.