

Job description

We are a community of more than 50 medical and administrative professionals working together to fulfill Long Island Spine Specialists' mission to deliver the highest quality of individualized comprehensive care to each patient with compassion and integrity.

We have an exciting opportunity for a dedicated Medical **Billing Specialist** within our organization.

Job Responsibilities:

This position is responsible for posting and monitoring payments from insurance and patient payments. The individual will respond to customer and payer inquiries and concerns perform claims follow-up activities and perform special projects as directed.

Qualifications:

- 5+ year of experience in Medical Billing preferred
- High school diploma or equivalent preferred
- Experience with Orthopedic Spine and PMR billing preferred
- CPC Desirable
- Knowledge of physician practice coding: billing and medical terminology
- Strong knowledge of No Fault and Workers Comp Required
- Out of network and In network billing experience required
- Ability to communicate, both verbally and written, with all levels of personnel, patients, and physicians
- Excellent attention to detail and strong organizational skills

LISS is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, gender identity or expression, genetic information, disability, veteran status, citizenship status, or any other factors prohibited by applicable law. LISS takes affirmative action in support of its policy to employ and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities

Job Type: Full-time

Salary: \$23.00 - \$30.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Work setting:

- Private practice

Ability to Relocate:

- Commack, NY: Relocate before starting work (Required)

Work Location: Multiple locations