

## Medical Billing/Collections Specialist Opportunity

At Dynamic Health and Pain Management, we provide the Charlotte area residents with a multidisciplinary approach to stopping pain **without** any prescription medications or surgeries!

### Position Summary:

Full time **Medical Billing/Collections Specialist** opportunity at Dynamic Health and Pain Management, 40 hours per week. The hours of the position are 9:30 am - 7:00 pm Monday - Thursday with 1 hour for lunch, 9:30 am - 2:00 pm Friday. We are located in the Southpark area of Charlotte.

### About this Opportunity:

We are growing our business office and currently seeking a professional, bright, enthusiastic person with excellent money skills to join our top notch Business Office and fill the position of: **Medical Billing/Collections Specialist**.

This position plays a vital role in the day to day efficient operation of the practice through:

- Producing and monitoring accounts receivable reports
- Weekly analysis and follow-up of all patient accounts to ensure accurate and timely insurance company, attorney and patient payments
- Accurately projecting future collections based on accounts receivable
- Working to achieve monthly collection goals
- Working denials and rejections to ensure payment of all submitted claims
- Meet with patients to assist with financing for them to get the care they need
- Daily posting of insurance payments
- Daily SOAP note audits
- Daily electronic claim submissions and error corrections

### Benefits:

Join a dynamic, close-knit, and dedicated team! We offer some of the best benefits in the industry, on-the-job training, and continual learning in a team environment. Benefits include:

- Competitive Salary
- Medical, Dental and Vision
- 401(k) with Company Matching
- Paid Holidays
- Paid Time Off
- Advancement opportunities

### Why Dynamic Health and Pain Management?

Dynamic Health and Pain Management is a **state-of-the-art health care facility** that has been helping patients in the Charlotte community lead healthy, active lives for over 20 years. Patients choose our office because of our ability to pinpoint the cause of a health problem and create a treatment plan using the latest technology and protocols which successfully manage many of the most difficult problems. Our services include: natural pain injections, physiotherapy, and spinal and joint rehabilitation.

### Requirements:

- Must love collecting money and attaining collection goals
- Excellent communication skills
- 1+ years medical billing/collections experience within a fast paced environment
- Experience with commercial insurance, personal injury, workers compensation, medicare and medicaid
- Knowledge of medical terminology and coding
- Ability to multi-task in a fast pace setting
- Possess interpersonal skills and be a team player
- Ability to meet deadlines for AR reports and work well under pressure
- Clean background and credit check