

## BTX JOB POSTING

**POSITION:** CERTIFIED OR EXPERIENCED RADIOLOGY BILLING AND CODING SPECIALIST

**STATUS:** FULL-TIME, appx 40 hours per week, dayshift, generally working from our office in Lenexa, KS, flexible hours between appx 7am – 6pm.

**LOCATION:** LENEXA KS

**SUMMARY:** Fast paced billing office has an opening for an experienced medical coder, preferably knowledgeable with radiology billing and office work.

### QUALIFICATIONS:

- Candidates must have at least 3 years of experience with medical billing, coding and insurance billing, preferably in Radiology. Certified coders will be given priority. **\*\*Candidates without Medical Billing or Coding experience WILL NOT be considered.\*\***
- Experience with billing Medicare part A, Medicare part B, KS Medicaid and Blue Cross programs.
- Experienced or certified claim coding, preferably radiology claims, including CPT, ICD-10 and modifiers.
- Must have excellent keyboard and computer skills.
- Must be able to learn new software and systems.
- Able to identify, assess, research and resolve complex issues.
- Flexible. Able to self-prioritize, work independently and multi-task.
- Strong interpersonal and customer service skills required, with ability to maintain professional practice, client and patient interactions.
- Professional and dependable

### DUTIES:

- Sort mail, make deposits, post payments, and code claims.
- Work insurance denials utilizing various websites and follow-up with insurance companies to fix claims and ensure payments.
- Follow up on client and patient statements
- Provide assistance to Supervisor on unpaid claims
- Appeal claims when necessary
- Process third party claims and patient statement