



# MEDICAL BILLER/ACCOUNTS RECEIVABLE

## Job Specification

### WHO WE ARE

Encoda LLC is a technology-enabled services company that has spent the last 30 years developing patented revenue cycle management tools that enhance the billing cycle. This technology is at the heart of our services and what separates us from all other RCM companies. The industry has gone past the point where a smart, experienced employee can make all the difference. In today's world of complex reimbursement, you must have both the right people and the right technology to maximize revenue and timely payments. Encoda recently completed a private equity recapitalization with Hughes & Company, positioning us to accelerate the development of our rules-based workflow and analytics software and expanding its use to other areas of the healthcare reimbursement cycle that continue to plague physician groups.

### WHO YOU ARE

As a Medical Biller, you are part of an experienced billing team helping streamline and automate RCM workflow for our clients, while enhancing the billing cycle and providing detailed transparency and visibility into the Revenue Cycle Management process. You will perform billing services for our clients which will significantly improve their rejection and denial management processes, reduce days in A/R, increase medical reimbursement, and receive a level of visibility and transparency into their billing cycle that other solutions on the market do not provide.

We are looking for career-minded people, with the ability to see the world as we do – changeable. If this sounds like an exciting opportunity and you possess the qualities we are looking for, we invite you to submit a **cover letter** (required) and **resume**.

### A DAY IN THE LIFE

- Claim scrubbing, submission, reconciliation, and the correction and re-submission of problematic claims
- Identify payer adjudication/rejection trends and issues and assist Encoda technical team to implement new business logic to further automate claim processing workflows
- Payment posting and ERA processing with proficiency and attention to detail to ensure accuracy
- Assist Encoda's Client Success Manager and RCM Manager in keeping assigned clients informed of their revenue cycle performance and areas in need of improvement
- Escalate client issues with suggested resolutions to management
- Provide timely and professional communication with clients, their staff, team members, and management
- Meet all personal and departmental A/R goals
- Participate in continuing education for applicable software and industry trends

### COMPETENCIES

At Encoda, we are big believers in competencies. Competencies are not the same as technical skills or experience. Technical skills describe 'what' you do, whereas competencies describe 'how' you do it. The following list describes the competencies required for success in our Medical Biller Lead role.



- **Customer Service/Interpersonal Skills:** Effortlessly builds and maintains productive, cooperative relationships with internal and external employees. Demonstrates a strong ability to quickly connect with others.
- **Attention to Detail:** Thoroughly accomplishes tasks with the utmost attention placed on accuracy in all areas involved, no matter how small. Monitors and double checks information to consistently produce error-free work.
- **Organization/Time Management:** Establishes a realistic and systematic course of action for self and others to accomplish specific goals. Possesses a strong ability to focus on multiple tasks and priorities amidst distractions.
- **Personal Growth:** Demonstrates the ability and strong desire to learn and accept broader responsibilities as the company continues to grow. Ability to give and take constructive feedback.
- **Passion:** Continually completes objectives with an upbeat, professional, and positive attitude. Always comes across as someone who wants to be at work and is willing to do what it takes to get the job done.

### WHAT YOU WILL BRING TO US

- High school diploma and/or GED required
- Medical billing and coding education and/or minimum of 1-year medical office experience required
- Knowledge of medical terminology, and the ability to interpret insurance EOB's
- Knowledge of and proficiency using CPT, HCPCS, and ICD-10 codes
- Proficiency using medical software, Outlook, Microsoft Excel, Word, and internet in general
- Knowledge of physician practice processes
- OB/GYN, Plastic, Orthopedic, or Dermatology billing experience a plus
- CPC Certification a plus
- Bi-lingual a plus

### WHAT YOU WILL GET FROM US

- Competitive compensation
- Market competitive healthcare coverage (medical, dental, vision, life, and disability insurance) and a 401(k)
- PTO policy designed to create work/life balance
- The opportunity to be a part of a leading Revenue Cycle Management organization with a strong mission and set of values

Encoda is an equal opportunity employer and offers competitive compensation and benefits package. To apply, please send a **cover letter** (required) and **resume** to [HRsales@encoda.com](mailto:HRsales@encoda.com).