ANNOUNCEMENT OF
PROFESSIONAL VACANCY

UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, New York 14203

Applications are invited for consideration for the following position:

Campus:	Conventus	Budget Title:	Billing Representative (F/T)
Department:	Billing	Descriptive:	As Above
Professional Rank and Salary Range:	Salary Commensurate with Experience	Date to be Filled:	ASAP

Brief Description of Duties: Responsible for all aspects of account receivables follow up, including , denial management, payment posting, and review remittance advice to ensure proper payment. Primary responsibility for managing patient accounts receivable. Does require excellent telephone communication skills. Routinely follows up on unpaid claims as well as reviews and processes payment denials. Responsible to research accounts for appropriate insurance coverage information. Organizes billing and re-billing materials. Performs related clerical work as required.

Qualifications: Must have 2-4 years' experience with Medical Accounts Receivables. Must have proficient computer and data entry skills; knowledge of medical billing systems. Must be able to take initiative, make appropriate decisions and solve problems with minimal supervision. Good follow-up of billing problems and inquiries. Strong interpersonal skills, excellent communication skills.

Education: High school diploma plus two years' experience in a medical billing setting. Additional specialized training in medical billing and/or coding will also be considered.

Special Notes:
POSTING NO: 10-19 **POSTING PERIOD: 10/24/19-Until Filled**

Persons interested in the above position should submit a resume along with a letter of application to:

Name: Nydia Rolling
Job Code: MCBL
Address: UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, NY 14203
Closing Date of Application: Until Filled

UBMD Pediatrics is an Equal Opportunity/Affirmative Action Employer.