Roane General Hospital
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Full-Time Patient Financial Services Insurance Biller

Roane General Hospital in Spencer, WV a 60 bed Critical Access Hospital with 35 SNF/ICF beds, 25 acute care beds, Level IV Trauma Emergency Department, three Rural Health Clinics and a walk-in clinic is currently seeking applicants for a ***Full-Time Patient Financial Services Insurance Biller.***

Qualifications

The successful applicant will be responsible for processing primary and secondary claims from the point of pre-bill through payer acceptance of clean claim. This responsibility includes resolving remaining bill edit failures both electronically and manually, electronic and manual submission of claims, claim receipt reconciliations and rebilling when necessary following established policies and procedures, and in compliance with required standards, rules and regulations. In addition, assists with other patient accounting activities as assigned.

A high school diploma or equivalent is required. One year experience in health care patient financial services or related healthcare experience is preferred.

The ideal applicant must possess a strong work ethic, good customer service skills, and be a motivated self-starter. The ability to multitask and work in a fast paced environment is essential. Understanding of medical/clinical treatment processes & knowledge of major third-party payers & contracts very helpful. Must be proficient in using Microsoft Word & Microsoft Excel.

Opportunity

We offer a competitive salary and an excellent benefit package including: health, dental, life insurance, 401k, and free membership to on-site fitness center.

Submit application/resume to:

Roane General Hospital
Attn: Human Resources Department
200 Hospital Drive
Spencer, WV 25276
employment@rghwv.org

"Roane General Hospital is an equal opportunity provider, and employer."
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)