

Physician Billing Specialist

Job Description

Physician Interlink, LLC, a revenue cycle management firm serving physician practices virtually in the Southeast, is seeking a full-time business office representative for our Atlanta, Ga location. This position will report to the Operations Manager and will support client account managers in all facets of accounts receivable realization.

Qualifications

- 1 to 3 years working in either a physician practice business office or health insurance company claims function.
- Solid knowledge of all types of health insurance.
- Excellent verbal and written communication, customer service and problem solving, and organizational skills.
- Knowledge of Allscripts PM/Pro EHR and Athena a plus.
- Solid knowledge of MS Office and Excel in particular.
- Coding certification a plus

Post COVID-19

Currently we are working from home virtually. Once the PHE ends we work in the office 3 days a week and remotely 2 days a week. Salary and benefits including health insurance and retirement plan.

Send resume with cover letter to info@physicianinterlink.com.