

Billing Specialist

InSight Telepsychiatry – Inpathy Virtual Group Practice

Position Summary

InSight Telepsychiatry is seeking a Billing Specialist to work with the Inpathy Virtual Group Practice team in Marlton, NJ and connect regularly to a national team of colleagues. This is an excellent opportunity for an individual who has interest in claims processing and billing and is interested in working with a rapidly growing and innovative group. This position is largely responsible for managing consumer accounts in compliance with the philosophy, policies, procedures, goals and budget of the department and performs the proper billing and collections functions and reports to the Inpathy Virtual Group Practice Operations Manager.

Organization Overview

Inpathy Virtual Group Practice (Inpathy) is a division of InSight Telepsychiatry. Inpathy is the nation's first full behavioral health clinic operated entirely online. Licensed behavioral health providers work from home and see consumers through secure videoconferencing while being fully supported by a remote clinical, administrative, business development and technological team. The Inpathy support team manages the logistics of running the practice so that Inpathy providers can focus on what they do best-- providing quality behavioral health care services. Inpathy was born out of the leading national telepsychiatry organization, InSight Telepsychiatry, and a large behavioral health service organization, the CFG Health Network. The team's experiences in telehealth and onsite behavioral health services influence Inpathy's approach to care. Inpathy has a mission to transform behavioral health care to make care more convenient and accessible for all.

www.Inpathy.com

www.InSightTelepsychiatry.com

Job Responsibilities

- Verify all consumer insurance coverage on a monthly basis; adjudicates copayments and coinsurances, making sure correct payments are collected prior to scheduled session taking place
- Receive and respond to all consumer inquiries and complaints pertaining to all phases of billing such as authorizations, claim denials, coverage issues and payment status
- Record all consumer and third party inquiries including resolution or forwarding action taken to refer question to the proper party
- Provide accurate and relevant billing and insurance information as needed and submit claims to insurance companies
- Respond to written inquiries promptly and document the account response as well as the action(s) taken both from consumer and insurance companies
- Administer "write-offs" per the Inpathy Adjustment Policy
- Promptly post and bill all consumer charges with necessary authorization numbers
- Review account with consumers and insurance companies

- Follow up with insurance companies to ensure that claims are paid and monitor reimbursements received for accuracy
- Investigate and inquire about overdue claims, denied charges and appeal any incorrectly denied claims. Re-file claims with additional supporting documentation when appropriate
- When authorized, bill secondary insurance with proper attachment of the document, Explanations of Benefits
- Update consumer demographics including the consumer's insurance and personal data
- Review, process and mail consumer statements on a monthly basis. Notations are to be made for each statement, including the identity of the employee mailing them
- Follow up with providers regarding treatment plan requests and documents when they are distributed
- All other duties as assigned

Job Requirements

- Minimum of high school diploma or commensurate professional experience
- At least two years of experience with medical billing
- Knowledge of verification of benefits; claims adjudication and billing software
- Comfortable working with technology
- Independent worker
- Organization and time management skills
- Ability to multitask
- Comfortable working with a remote team

Ideal Candidate

- Excellent basic math skills
- Experience with Office products: Word, Excel, Outlook
- Excellent attention to detail and ability to analyze data effectively
- Must effectively manage multiple incoming phone calls simultaneously while delivering excellent, individualized customer service

Logistics

- Position available July 2017
- Position based in Marlton, NJ is preferred, but not required
- Opportunity for telework/ flexible schedule options
- Reports to Inpathy Virtual Group Practice Operations Manager

To apply, please send your resume and a customized cover letter to sshafer@in-sight.net