

**Job Title:** Insurance Account Receivable Representative

**Department:** IKS Margin

**Location:** Coppell, TX

**Job Summary:**

The Insurance Account Receivable Representative is responsible for Timely and Effective Account Receivables Follow-up with Medical Insurance Institutions for an Orthotics and Prosthetics Medical Claims. The AR Rep will Review, Analyze and Obtain Necessary Information from the Payers to Maximize Collections from the Outstanding AR and Document the Notes clearly in the Billing and Workflow Systems. They will also need to coordinate with Internal Offshore Team and with the Client to obtain Relevant Information to Expedite the Collections Process.

**Key Responsibilities:**

- Adhere to O&P Billing Guidelines and Policies
- Knowledge of Insurance rules and guidelines, including Medicare, Medicaid and Workers-Comp
- Review, Analyze O&P Claims in Billing System and Take Necessary Steps to advance the Claim to Next Level
- Identify the root cause for Rejections and Denials and escalate to appropriate team to take action
- Identify the Responsible Payer Accurately and Bill/Appeal Claims
- Perform timely follow-up with payer and ensure required information is gathered and documented clearly in the Billing & Work-Flow Tool
- Communicate with clinic personnel and insurance to resolve the claim in a timely manner
- Perform Ad-hoc Tasks assigned as Special Projects

**Qualification:**

**Required**

- Minimum six months of experience in Insurance AR with O&P specialty
- Strong Interpersonal, Oral and Written Communication skills
- Ability to manage multiple and simultaneous responsibilities
- Ability to prioritize the tasks and manage accounts receivables gets assigned
- Should be Resourceful and Flexible team player who excels at building trust relationships with the customer operations
- Working knowledge of HCPCS codes related to O & P Billing
- Proficiency in computer skills including MS-Office tools like MS-Word and MS-Excel
- Proficient in NextGen Billing System and any experience in Workflow Tools is an added advantage
- Knowledge of State and Federal reimbursement laws
- Ability to work independently
- Proficiency with basic math and accounting skills
- Analytical Skills in identifying Trends impacting collections and AR

IKS Health offers a comprehensive benefits package including medical, dental, vision, life insurance, long-term and short-term disability, AD&D, etc. For additional information please reach out to **Hema Mehta** at [hema.mehta@ikshealth.com](mailto:hema.mehta@ikshealth.com)