



ACKERMAN[™]

Cancer Center

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BILLING COORDINATOR

Jacksonville, FL

Ackerman Cancer Center, located in Jacksonville, is seeking a full- time Billing Coordinator to join our team of highly trained radiation oncologists and medical professionals.

About

Our facilities in Jacksonville and Amelia Island specialize in the most advanced radiation oncology therapies available for all types of cancer. The interdisciplinary team at Ackerman Cancer Center is professional, compassionate, and dedicated to the highest level of care for patients and their families.

Our Board-Certified team includes Radiation Oncologists, Medical Physicists, Medical Dosimetrists, Oncology Nurses, Radiation Therapists, Molecular Imaging Technologists, Oncology Social Workers and an Oncology Certified Dietician.

Our facilities offer advanced treatments such as IMRT, IGRT, SRS, SBRT, VMAT, HDR Brachytherapy, and AccuBoost Breast Cancer Radiotherapy. We utilize RaySearch treatment planning, MOSAIQ EMR, Elekta Linear Accelerators and a MEVION S250 Proton Therapy System.

We also offer comprehensive diagnostic services for the convenience of our patients. These services include: PET/CT, CT, MRI, mammography, ultrasound and bone density scanning.

Job Description

This position is responsible for coordinating billing and payments by medical insurers and patients for medical treatments provided by Ackerman Cancer Center. The Billing Coordinator

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Jacksonville | Amelia Island

records payments, and researches status and resubmits denied claims. This position also prepares and mails weekly billing statements. Billing Coordinators also confirm daily balances on accounts and reconcile accounts monthly.

Major Responsibilities

- Review, post, transmit and upload claims for assigned payers
- Follow up on outstanding balances with insurance carriers
- Research, correct and re-file denied claims and appeals
- Prepare and mail weekly billing statements
- Report daily account balances and reconcile accounts monthly
- Follow-up on Quality Control List (QCL) daily
- Retain current and accurate notes in EMR system
- Field phone calls from patients and insurance carriers
- Handle collections if required

Requirements (Experience/Education/Skills)

Required:

- 1-2 years medical billing experience
- 1-2 years' experience coordinating Accounts Receivable activity
- Bachelor's Degree with a focus on Finance or Accounting
- Good ability to track accounts using software
- Strong math skills
- Strong communication skills – both orally and in writing
- Detail orientation, good organization and time management skills
- Knowledge of Electronic Medical Record systems
- Strong computer skills: MS Office, Outlook, Internet research
- Experience with Availity and Gateway systems

Preferred:

- Experience with Mosaiq EMR software
- Experience with Radiation Oncology Billing
- Radiation Oncology Certified Coder certification

Hours

- Monday – Friday
- 40 hours per week

Pay/Benefits

Ackerman Cancer Center offers pay commensurate with experience and a comprehensive benefits package.

Contact

For consideration, please send resume and cover letter to:

employment@ackermanccancer.com