



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, AccuBoost Breast Cancer Radiotherapy, Gamma Knife, 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 managing assigned payers by posting payments from insurance carriers and patients along with researching, following-up and resubmitting denied claims. This position also prepares and mails weekly billing statements. Billing Coordinators also confirm daily balances on accounts and reconcile accounts monthly.

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Jacksonville | Amelia Island

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
- Prepare and mail weekly billing statements
- Report on daily account balances and reconcile accounts monthly
- Follow-up on Quality Control List (QCL) daily
- File appropriate appeals
- Retain current and accurate notes in EMR system
- Field phone calls from patients and insurance carriers
- Handle collections if required

Requirements (Experience/Education/Certifications/Licensing

Required:

- 1-2 years medical billing experience
- Good ability to track accounts using software
- Strong math skills
- Strong communication skills – both orally and in writing
- Detail orientation and good organization and time management skills
- Ability to multitask
- Knowledge of EMR systems
- Strong computer skills: MS Office, Outlook, Internet research
- Experience with Availity and Gateway systems

Preferred:

- Experience with Mosaik EMR software
- Certification in medical coding
- Prior experience working in a radiation oncology practice

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

Visit our website: www.AckermanCancerCenter.com