

Immediate Vacancy for

 INVOISYNC

Billing Analyst - RCM

Full Time | Work From Home

Invoisync, LLC is an innovative medical billing and revenue cycle management company based in the USA. While our service delivery is in the USA, our global presence is expanding. As a result, we are hiring for our overseas unit in Sri Lanka. We are seeking a Billing Analyst who is detail-oriented and enjoys working as a team and independently in a fast-paced environment.



Duties:

- Submit claims within 24-48hrs once encounters are ready for billing after review.
- Post payments via manual/electronic EOBs.
- Follow up with patients regarding payment plans for past-due account balances.
- Contact insurance companies regarding underpaid and or unpaid balances via working on monthly aging reports for outstanding balances and resubmit corrected claims.
- Enter financial or billing formation in clients' accounts.
- Communicate with providers about progress in resolving billing issues.
- Credentialing/Contracting providers with insurance companies.
- Generate and send client statements monthly. Generate monthly reports and invoices for contracted providers.
- Must provide excellent customer service to our internal and external clients.
- Serve as a point of contact for patients that have questions regarding their statements or account.
- Problem solve & 'own' the accounts with direction only when needed.
- Reports to: Billing Manager or Billing Lead (in the USA)

Salary:

- Basic: 50,000 LKR | Mobile and Internet Allowance: 15,000 LKR | Total Gross Salary: 65,000 LKR
- At completion of Probationary period, will be entitled to quarterly performance bonuses

Preferred Experience:

- Medical billing/collections and/or RCM experience.

Education:

- Bachelors or equivalent in relevant fields.

We will provide adequate training. Please apply only if you are considering a serious career growth with us.

PLEASE SEND RESUME TO hr@invoisync.co with the subject line a below:

Billing Analyst - RCM - Invoisync - 'Your-Name'