

## Accounts Receivable – Medicare Billing Specialist

### Full-Time

Experience – At Least 3 years

**St. Andrews Management Services has an exciting new opportunity to join our team, working as a Long Term Care Medicare Billing Specialist. The position is full time, permanent and direct hire.**

**Candidate is responsible for multiple facilities. Medicaid, Medicare and Commercial Insurance proficiency is required.**

### **JOB DESCRIPTION:**

#### Daily Tasks

- Check AR system for new admits, payer changes, other census changes and verify payer sequencing
- Enter cash receipts into AR system
- Make adjustments pertaining to payer changes and surplus (income)
- Answer all emails from Facility Business Office Managers pertaining to accounts as needed
- Work on aging report
- Go into eSolutions network and work on T status and denied / rejected claims - report ADR's as applicable
- Update Medi system with level of Care changes, Discharges, income changes and bed hold
- Enter ADR's into ADR tracking sheet, pull claims and all backup and send to therapy company, etc.

#### Monthly Tasks

- Upload therapy imports into AR system and verify all payers, units, and Rug levels. Enter all the charges and G-codes into Vision as needed. 1-2 business days to reconcile depending on size of facility
- Generate Rugs for Medicare A & B and Insurance - compare against Rug billing reports, census reports, triple checks and physician certifications. Troubleshoot as necessary
- Balance cash receipts to bank statements
- Generate all room and board for Private, Medicare A & B, Medicaid, Medicaid surplus & pending, Veterans Administration (VA), and Hospice
- Generate statements for Private pay, Hospice, Medicaid surplus, VA and send to facility (make address corrections as needed on failed claims/statements)
- Enter Part B conditions codes and diagnosis codes as needed
- Send claims to Medicare A, Medicare B, Managed Care, Commercial payers & coinsurance (1 day)
- Follow up on all claims (ongoing after claim submission)
- Run closing process, reconciliations, census verification reports, revenue transaction reports, etc. Present to Director of AR once balanced
- Send census to necessary vendors and enter the vendor data into HealthMedX (AR System/EMR)
- Assist with annual cost report data gathering and preparation
- Other duties assigned

### **Job Requirements**

**Must have experience performing all of the job descriptions above**

- **Must have experience with Medicare within the Long Term Care setting, or corporate setting**

**Please submit resumes and salary requirements to:**

St. Andrews Resources for Seniors  
1001 Craig Rd., Suite 200  
St. Louis, MO 63146

E-mail to [gventola@standrews1.com](mailto:gventola@standrews1.com)

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