

REVENUE CYCLE SENIOR ACCOUNTANT

InSight + Regroup – Finance

Organization Overview

InSight + Regroup is the leading and largest telepsychiatry service provider in the US with a mission to transform access to quality behavioral health care. InSight + Regroup serves hundreds of organizations and individuals in various settings across the continuum of care with its on-demand, scheduled services and direct-to-consumer (Inpathy) divisions. Given its size, diversity of services and extensive experience and expertise, InSight + Regroup is uniquely positioned to enable scalable telepsychiatry programs across the care continuum. As an industry thought leader, InSight + Regroup has helped shape the field, define the standard of care and advocate for improved telepsychiatry-friendly regulations. To learn more, visit www.InSightTelepsychiatry.com and www.RegroupTelehealth.com.

Position Summary

The Senior Accountant oversees the day-to-day activities of the third-party billing and collections team including bill processing, claims resolution, and maintaining effective relationships with insurance payers, providers, patients and employees. In addition to fundamental accounting knowledge, this full-time position requires extensive knowledge in medical billing and encounter data. The Senior Accountant reports to the Controller.

Job Responsibilities

- Insurance Payer Support
 - Effectively support payer relations with insurers, including proactive communication, prompt identification and claim resolution with provider reps
 - Supervise the billing and collections of outstanding patient responsibilities
 - Maintain accurate reimbursement rate reports
 - Improve workflow within billing and collections processes
 - Assist with pulling all required medical billing documents needed for administrative audits
 - Work with EMR/Billing/Telehealth platform via vendor to ensure correct coding, rates and data to ensure correct billing
- Insurance Claims Processing – largely managing third party Revenue Cycle Management called Medisys
 - Maintain electronic insurance records to include accurate information for payers, clients and referring providers
 - Audit and verify billing codes on a weekly basis to ensure accuracy for billing
 - Regularly audit medical record documentation to verify the accuracy and completeness of CPT/HCPCS and ICD codes
 - Monitor changes to fee schedules, payer guidelines, etc. at least quarterly
 - Identify, interpret, and resolve claim processing or eligibility errors, proactively managing communication with appropriate parties
 - Verify and communicate all overpayment requests from insurance companies and approve or dispute in accordance with insurance agreements and/or InSight + Regroup policies

- Identify and manage potential write-offs, elevating any issues to the Controller for approval
- Communicate in a timely manner with the Controller to ensure billing is handled effectively
- Work with clients to ensure proper Coordination of Benefits (COB) and resolve questions and escalated issues regarding billing
- Month End Closing and Reconciliations
 - Prepare month-end journal entries and other close responsibilities
 - Prepare month-end balance sheet reconciliations in conjunction with monthly close
 - Verify and audit monthly revenue as well as analyze gross profit and margin
- Team Support and Management
 - Conduct team meetings to review progress toward paid claims and ensure claim aging issues are resolved in a timely manner; facilitate an exchange of ideas and discuss concerns and issues, using quality improvement techniques to improve performance
 - Collaborate with Controller to ensure effective administration of InSight + Regroup billing and collections operations
 - Manage future Medical Billing and Coding Specialist & Insurance and Collections Representative in the performance of assigned responsibilities
 - Assist in year-end audit and tax support preparation
 - Perform all other activities and/or special projects as directed

Job Requirements

- Bachelor's Degree in Accounting preferred
- RHIT or RHIA certification preferred
- CPA a plus, not required
- Minimum of 4 years of progressive experience with all aspects of revenue cycle management
- Excellent communication, customer service and problem-solving skills
- Strong knowledge of ICD and CPT/HCPCS coding systems and medical compliance regulations
- Strong computer skills, including EHR principles, Microsoft Office, and NetSuite
- Ability to build effective working relationships with others based on mutual trust and respect
- Information Management knowledge - uses and presents information as relevant to position; demonstrates knowledge of HIPAA privacy and security rules and uses medical information as appropriate to position
- Self-motivated, exhibits strong ability to work both independently and as part of a team
- Enthusiasm for working in a dynamic, fast-paced environment encompassing a wide variety of business activities and frequently changing priorities

Logistics

- Full-time employment
- Reports to the Controller
- FLSA Status: Exempt, Salaried

To apply, please send your resume and a customized cover letter to careers@in-sight.net.