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Patient Accounts Specialist (Full-time)
Muncie

The Patient Account Specialist is responsible for analyzing delinquent patient accounts and resolving open insurance issues. Individuals in this role will receive reimbursement from insurance companies and ensure payments are posted to patient accounts accurately and efficiently. The individual in this position is responsible for receiving electronic and mailed payments from insurance companies. Individuals in this role review payments and ensure payments are accurately posted to the appropriate account in a timely manner. This individual is responsible for balancing payments on a daily basis, maintains records in accordance with accepted procedures, and assists in filing insurance forms and explanation of benefits forms.

Position Requirements:

Minimum high school diploma or GED required. At least one year of previous patient account experience in a health care organization required. Additional applicable education may be substituted for one year patient service experience in a health care environment.

Knowledge of patient account policies and clinic billing practices. Knowledge of coding and clinic operating policies. Excellent word processing and computer skills required. Excellent attention to detail and ability to examine documents for accuracy and completeness. Ability to prepare records and documents in accordance with detailed instructions and industry requirements. Experience and knowledge of NextGen electronic practice management and electronic health records system preferred. Ability to perform data entry/typing quickly and accurately required.